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**CITY OF BALTIMORE
CONSOLIDATED
PLAN**

**ANNUAL ACTION PLAN FOR FY 2003
(JULY 1, 2002 – JUNE 30, 2003)**

MAY 1, 2002

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A. INTRODUCTION

The Action Plan for City fiscal year 2003 - July 1, 2002 through June 30, 2003 - serves as both an application to the U.S. Department of Housing and Urban Development (HUD) for funds from four grant programs, and as a description of activities and actions that will be undertaken in the coming year in support of the City's Consolidated Plan. The Consolidated Plan, adopted in July 2000, assessed housing and community development needs of Baltimore City and laid out a five-year strategy to meet those needs. The Action Plan is an annual addendum to the Consolidated Plan. This version of the Plan is a draft that has been released for public review and comment. Following a thirty day comment period the Plan will be amended to reflect comments received and submitted to HUD.

The Action Plan serves as an application for the following programs: Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); Housing Opportunities for Persons With AIDS (HOPWA); and Emergency Shelter Grant (ESG). The Action Plan is divided into two broad sections with format and content established by HUD requirements.

The first section is a narrative describing the use of funds for the coming fiscal year. It provides a general overview of how funds will be used and what their use will accomplish. In addition, program specific information is identified in this section.

The second section is a detailed listing of proposed projects and activities to be funded by the four programs. Projects are listed in alphabetical order by either the organization responsible for the project or, in some cases, by the funding source. Information contained within individual project listings includes: the name of the entity responsible for the project, project or activity type, funding source and dollar amount, what is to be accomplished.

1. Citizen Participation Process

The draft Baltimore City Action Plan for Fiscal Year 2003 was developed over a four month period with the participation of City and State agencies, nonprofit social service and housing providers, private sector businesses, community organizations and individual citizens. The initial public hearing to inform the public of the need for, and purpose of, the Plan was held on December 12, 2001. Five hundred and sixty-five letters alerting the public to the hearing and containing information on the four programs funded through the Action Plan were mailed on November 21, 2001 to various community and nonprofit organizations, government agencies, political representatives and other interested parties. Included in the mailing was a twenty-four page packet on the CDBG program and a nine page guide to the HOME program. The content of the letter accompanying these enclosures was as follows:

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November 21, 2001

Dear Baltimorean:

Baltimore City must prepare and submit an application, known as the Annual Action Plan, to the U.S. Department of Housing and Urban Development (HUD) in order to receive funding under four federal formula entitlement programs. The programs are: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG). The Annual Action Plan serves as the mechanism by which Baltimore City carries out community development strategies set forth in its Consolidated Plan. The Consolidated Plan governs the use of the above listed federal funds for the period July 2000 through June of 2005.

In order for us to develop the Annual Action Plan, we must know your community's priorities, preferences and development needs. As part of this process, you are invited to submit proposals that address your community's concerns. To assist you in preparing these proposals, the following information is enclosed:

1. CDBG Program
Program Overview Narrative
Listing of Eligible and Ineligible Activities
Application Form

The deadline for submission of the CDBG proposal is Friday December 28, 2001. Proposals should be sent to Susan Taylor, Suite 1101, P.O. Box 236, Baltimore, Maryland 21203-0236. Ms. Taylor may be reached by phone at 410-396-4207.

2. HOME Program
Program Description and Proposal Guidelines

Questions concerning the HOME program should be directed to James Majors, Suite 1036, P.O. Box 236, Baltimore, Maryland 21203-0236. He may be reached by phone at 410-396-5590

3. HOPWA and ESG Programs
The Office of Homeless Services, which oversees HOPWA and ESG, will mail guidelines and applications for these programs under separate cover. These materials will be available December 19, 2001. The deadline for application submission is January 31, 2002. Questions concerning HOPWA and ESG should be directed to Valerie McKeever at 410-396-3757.

The anticipated level of funding from the four federal entitlement programs for City fiscal year 2003 (July 1, 2002 through June 30, 2003) is not yet available from the federal government.

As part of the Annual Action Plan process two public hearings will be held. The first hearing, scheduled for Wednesday December 12, 2001 at 6:00 P.M., will be held in the Board of Estimates Room on the second floor of City Hall, 100 Holiday Street. The purpose of this hearing will be to obtain citizen's comments concerning: 1) community development and housing needs and; 2) past performance in addressing needs. You are urged to attend the hearing and make your views known.

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Following receipt of the applications and comments on needs and performance, a draft Annual Action Plan will be prepared for public review and discussion. A second hearing will be held in mid-spring of 2002 to afford an opportunity to comment on the draft Annual Action Plan. You will be notified of the draft's release and of the date of the second hearing.

It is anticipated that the demand for funding will far exceed available resources. Consequently, it is unlikely that all proposals can be funded with the 2003 City fiscal year entitlement allocations.

I look forward to hearing your comments at the December public hearing and receiving your proposals, so that together we can develop an Annual Action Plan that will address community development and housing needs. Should you have any questions or concerns regarding the Annual Action Plan process, please contact Steve Janes at 410-396-4051.

Sincerely,

*Paul T. Graziano
Commissioner*

Additionally, the following notice was published in the local paper of record on November 14, 2001:

CITY OF BALTIMORE: PUBLIC HEARING ON THE ANNUAL ACTION PLAN AND INVITATION TO SUBMIT FUNDING REQUESTS

The City of Baltimore will conduct a public hearing Wednesday, December 12, 2001 at 6:00 P.M., in the Board of Estimates Room on the second floor of City Hall, 100 N. Holiday Street. The purpose of this hearing will be to obtain citizens' comments on community development and housing needs, identification of activities that will meet these needs, and review of past program performance in addressing needs as part of the process of developing the federally required Annual Action Plan. The Annual Action Plan serves as the mechanism by which Baltimore City applies for funding from four federal formula entitlement programs. The programs are: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG). As part of the Annual Action Plan process, you are invited to submit proposals to be funded through the four entitlement programs.

Should you have any questions or concerns regarding the Annual Action Plan process, please contact Stephen Janes at 410-396-4051.

*Paul T. Graziano
Commissioner
Department of Housing and Community Development*

The hearing was attended by twenty-two persons. Ten non-profit housing and social service providers were represented. A for-profit housing contractor/developer from southwest Baltimore and a board member of the Remington Neighborhood Association also attended. Six staff persons from non-profits receiving Annual Action Plan funds spoke. Their comments centered on past accomplishments achieved with these funds and future projects and activities their organizations planned to carry out. Two non-profits, a supplier of building materials for low-income housing and a social service provider, expressed their needs for facility development moneys.

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The representative for the contractor/developer spoke about the need to support small contracting firms as a neighborhood economic development measure and the use of Section 3 regulations as a way of achieving this end.

Throughout the winter and early spring, proposals for projects and activities were received and evaluated. Approximately, 222 proposals were submitted. Funds requested through these proposals were far greater than resources available. In the end, some worthwhile projects were not funded simply because of the lack of moneys, not due to defects in the proposals.

The draft Annual Action Plan was released for public comment on May 1, 2002. The following notice was published on that date in the local paper of record:

*NOTICE OF RELEASE AND PUBLIC HEARING
CITY OF BALTIMORE DRAFT ANNUAL ACTION PLAN
FOR FISCAL YEAR 2003*

Notice is hereby given that the Baltimore City Department of Housing and Community Development will release on May 1, 2002, for public review and comment, the draft version of the Annual Action Plan for Fiscal Year 2003.

The Annual Action Plan serves as an application for funding under four Federal programs: Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); Housing Opportunities for Person With AIDS (HOPWA); and Emergency Shelter Grant (ESG). The activities listed in the Action Plan are in support of the strategies outlined in the City's Consolidated Plan of July 2000. The Action Plan specifies how these funds will be spent in the coming fiscal year. The City expects to receive, including \$3,015,000 in anticipated CDBG program income, the following amounts from these programs:

<i>CDBG</i>	<i>\$33,498,000</i>
<i>HOME</i>	<i>9,072,000</i>
<i>HOPWA</i>	<i>7,033,000</i>
<i>ESG</i>	<i>1,052,000</i>
<i>Total Funding</i>	<i>\$50,655,000</i>

Activities identified in the draft Action Plan generally include funding for: operational and service delivery support for community, non-profit and governmental agencies and organizations; acquisition of property for future development; housing rehabilitation; construction of new housing; support for literacy, recreation and economic development programs; repayment of Section 108 and FMNA loans; programs which assist special needs populations such as the homeless, the disabled and persons with HIV/AIDS; and homeownership assistance.

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To facilitate public discussion, copies of the draft plan will be available for review at the following locations:

*The Department of Housing and Community Development
417 East Fayette Street, Room 1101
Baltimore, Maryland 21202*

*The Central Enoch Pratt Free Library
400 Cathedral Street, Maryland Room
Baltimore, Maryland 21201*

The public will have 30 days beginning May 1, 2002 to provide written comment on the draft Plan. Written comments will be accepted through close of business on May 31, 2002. A public hearing will be held on Thursday May 23, 2002 at 6:00 p.m. in the Board of Estimates Room (Room 215), City Hall, 100 Holliday Street. The purpose of the hearing is to afford the public the opportunity to comment on the contents of the draft plan.

A final Action Plan, incorporating public comments, will be made available upon submission to the U.S. Department of Housing and Urban Development. Comments or questions concerning the Action Plan should be directed to Stephen Janes, P.O. Box 236, Suite 1101, 417 E. Fayette Street, Baltimore, Maryland 21203-0236; by phone at 410-396-4051 or by email at steve.janes@baltimorecity.gov.

*Paul T. Graziano
Commissioner*

Also on May 1 six hundred and twelve letters announcing the release of the Plan were mailed to community and nonprofit organizations, government agencies, political representatives and other interested parties.

B. RESOURCES - ONE YEAR PROGRAM GOALS

1. Federal Resources

The "Summary of Proposed Projects" identifies the uses for the anticipated \$50,655,000 the City expects to receive from the four formula grant programs. Amounts by program are:

CDBG	\$ 30,483,000
Projected CDBG Program Income	\$ 3,015,000
HOME	\$ 9,072,000
HOPWA	\$ 7,033,000*
ESG	\$ 1,052,000

(* Note: Allocation is for the Baltimore Metropolitan Statistical Area.)

A total of 258 activities are reflected in the Plan. Activities with specific geographic locations are shown on the maps at the end of the document.

2. Other Resources

In the area of housing and community development, Baltimore City continues its policy of using federal grant funds to leverage state, foundation and private financing. Among the criteria by which potential development or public service proposals are analyzed, the amount of other funding to be leveraged on the basis of a City commitment is one of the most important. A primary public intent in the use of federal funds is to achieve the greatest possible ratio of other investment for every federal dollar committed to a particular project.

In consideration of potential development projects for which CDBG funds are requested, several factors are essential for approval. These include, but are not limited to, the amount of developer equity, private financing or lender commitments, tax credit and syndication proceeds, State participation, either through bonds or housing and community development and/or mortgage programs, foundation or institutional grants, community in-kind and sweat equity contributions, and volunteer provision of goods and services. Any of these sources can be combined and used in a single activity to achieve a favorable leverage ratio.

As the HOME Program sets a limit on the amount that can be spent on the development of each housing unit, even greater emphasis is placed on the leverage factor. Just as in the consideration of proposals for CDBG funding, developer equity, private financing, tax credit and syndication proceeds, state community development funds, bond commitments and foundation grants are also essential for approval of development projects. However, one difference between CDBG and HOME deliberations is that the former, relatively less regulated program, is sometimes used to fill the gap on HOME projects.

Other federal grants such as the ESG and HOPWA programs are leveraged in a different manner. The amount of funding awarded is based on benefit to be derived and economies of scale, thereby leveraging efficiency and maximum cost-effectiveness. Additionally HOPWA funds will be used to fill the gap on development projects to make units available for persons with HIV/AIDS. Although the scope of ESG and HOPWA activities is smaller, the efforts of volunteers, the value of donated materials and private or other government contributions are considered important factors before City commitments are made.

The State of Maryland through its Department of Housing and Community Development is a major partner in housing development efforts. In City Fiscal Year 2003, it is anticipated that the State will provide \$20,000,000 in low interest home ownership mortgage funds and a similar amount for rental housing mortgages.

Local government contributions must also be factored into any discussion of the leverage equation. For instance, the City may donate publicly-owned buildings to nonprofit developers for redevelopment or will use local bond funds to provide infrastructure improvements needed to make a particular project economically feasible. In other cases, the City may acquire and demolish abandoned housing to provide attractive development sites or coordinate the efforts of several parties working in the same area to achieve maximum impact.

C. ACTIVITIES TO BE UNDERTAKEN

1. Summary of Activities

The City has developed a draft "Summary of Activities" that provides a narrative description of each activity to be funded through the Annual Action Plan. This listing, found at the end of this document, identifies the organization to be funded, the amount of the award, the activities to be undertaken and the project location. Noted below is a summary overview of proposed allocations and accomplishments identified in the Plan.

- **Funding for Various Organizations**

\$20,297,800 will be used to support administrative and service delivery operations for ninety-nine non-profit and five local government entities. These funds underwrite activities such as housing development, homeownership counseling, employment training, business development, housing rehabilitation, fair housing and disabilities education, planning, tutorial and literacy programs, youth and senior recreation, health services, transitional housing, management of homeless shelters.

- **CHDO Reserve**
\$1,360,800 will be set aside to assist with housing development projects that will be carried out by eligible community based housing development organizations.
- **Rehabilitation Loan Assistance**
 - \$1,350,000 has been allocated to assist very low, low and moderate-income persons with making necessary improvements to their properties in order to address code and safety issues. These programs (CHAP, Deferred and Roof Repair Program) are administered through the Department of Housing and Community Development.
 - A Revolving Loan Fund administered by Neighborhood Housing Services will be used to assist low/moderate income persons with the purchase and/or rehabilitation of properties for home ownership. Approximately \$845,000 in program income is expected to be available during this coming year.
- **Loans for Home Ownership**
\$300,000 in CDBG funds and \$2,250,000 in City bond funds will be available to assist low/moderate income persons with the purchase of homes within Baltimore City by providing closing costs and/or downpayment assistance.
- **Home Ownership and Rental Projects**
 - Bon Secours Chesapeake Apartments
\$600,000 in HOME funds will be used to renovate 20 units of low-income rental housing located in the 2000 & 2100 blocks of W. Baltimore Street.
 - Citywide Home Ownership Projects
\$282,000 in HOME funds has been budgeted to produce an estimated 9 home ownership units. Projects to be identified at a later date. Funding may also be used to supplement existing projects which have demonstrated a need for additional financing.
 - Citywide Rental Projects
Approximately \$282,000 in HOME funds has been budgeted to produce an estimated 9 rental units. Projects will be identified at a later date. Funding may also be used to supplement existing projects which have demonstrated a need for additional financing.
 - \$400,000 will be used to pay for pre-incurred cost of an approved project (Nehemiah III). Funds were used for rehabilitation and new construction activities in the completion of the final third of this 150-unit home ownership project.

- **Printer's Square**
\$600,000 in HOME funds will be used to renovate 20 units of low-income rental housing to be located in the 1300 blocks Guilford Avenue and Hunter Street.
- **Sandtown-Winchester Home Ownership Zone**
\$2,600,400 in HOME funds will be used to assist with the construction of approximately sixty-three new units within the Sandtown-Winchester community.
- **Westover Manor Apartments**
\$1,390,000 will be used to repay the principal amount of a FNMA Housing Incentive Program loan, the proceeds of which will be expended for the renovation of seventy-two units in the Westover Manor Apartments located in the Hunting Ridge neighborhood in southwest Baltimore. HOME Program funds for Year 2002 (City Fiscal Year 2003) will be pledged for this purpose, if HUD grants pre-award cost approval.
- **Public Facilities and Improvements**
 - **Shelter Upgrades**
\$250,000 will be allocated for improvements to existing shelters and transitional housing facilities in order to meet City health and safety codes and to make certain facilities handicapped accessible.
 - **Park Heights Sports Complex**
\$500,000 will be allocated for the acquisition of vacant lots located in the 4700 block Reisterstown Road to assemble a site for a facility to provide a variety of recreational activities for area residents.
 - **Upton Improvements**
\$500,000 will be allocated for the acquisition of nineteen properties on the 800 block of Edmondson Avenue. A portion of these funds will cover relocation costs. Once acquired, the site will be cleared and landscaped for neighborhood open space on the southern border of the Upton community.
- **Economic Development Capital Loan Funds**
An economic development loan fund (administered by the Development Credit Fund/Community Lending Group) will receive \$310,000 [\$140,000 for operating costs and 170,000 in anticipated program income] to provide financial assistance to businesses that will result in the creation of jobs for low/moderate income persons or the provision of goods and services to low/moderate neighborhoods.
- **Code Enforcement Activities**
\$3,741,900 will be allocated for housing and building code enforcement.

- **Section 108 Loan Repayments**

For fiscal year 2003, \$7,000,500 will be allocated for 108 repayments. The projects for which repayment is being made are:

- **Sandtown 600**
\$3,162,900 payment on a \$14,000,000 loan for tenant relocation, acquisition, demolition, and rehabilitation of properties in the Sandtown-Winchester area to create approximately 600 units of housing. This project, now almost six years old, is expected to be completed by 2003.
 - **Historic East Baltimore Community Action Coalition (HEBCAC)**
\$2,145,200 payment on a \$34,100,000 loan for acquisition, rehabilitation, demolition, relocation and public improvements for development of approximately 500 units of affordable housing in East Baltimore. The initial draw against the 108 funds began in April of 1977. The project will take several years to complete.
 - **Public Housing**
\$1,344,300 payment on a \$13,000,000 loan to assist with the redevelopment of Lafayette Courts and Lexington Terraces which consists of site improvements, construction of public facilities (i.e., recreation, day care and community centers) and construction of a business center.
 - **Sandtown-Winchester Home Ownership Zone**
\$348,100 payment on a \$6,700,000 loan for the construction and rehabilitation of 236 home ownership units within the Sandtown-Winchester community.
- **Repayment of Federal National Mortgage Association (FNMA) Loan Hanover Park Apartments (aka, Riverside Townhomes).**
\$1,000,000 in HOME funds will be used for repayment of a FNMA Loan the proceeds of which were used for the renovation of 126 townhouse apartments in the Cherry Hill area. Payments will be made in HOME Program Years 2002, 2003 and 2004 (City FY 2003, 2004 and 2005).

2. Proposed Accomplishments

It is anticipated that capital activities utilizing Action Plan funds will be completed within 2 years. The following outcomes are expected:

- 148 rental units will be developed for low/moderate income persons;
- 90 units will be developed for home ownership;
- 143 persons will be assisted with the purchase of homes through various programs. 58 of these households will also receive funds for rehabilitation.
- 95 existing low/moderate income homeowners will receive loans (Deferred, CHAP or Emergency Repair Loans) to make improvements to their properties;

- 100 units will be treated to reduce lead hazards and prevent childhood lead poisoning;
- 11 facilities that provide services to the homeless and persons with HIV-related illness will be renovated
- Over 3,000 abandoned structures will be boarded.

Public service activities (such as job training, counseling and literacy programs, etc.) will be ongoing through the 5-year period covered by the Consolidated Plan. During the coming year, the following results are also expected:

- 895 households will receive home ownership counseling;
- 997 persons will be enrolled in literacy and education tutorial programs;
- 1,645 households will receive fair housing and legal services;
- 8 neighborhood organizations will be provided legal assistance to develop anti-drug and crime prevention strategies;
- 313 persons will be assisted with job training and employment services;
- 590 persons will be enrolled in senior programs;
- 68,745 households will have access to a wide range of health, housing, educational and job services through various City agencies and nonprofit organizations;
- 16,000 youth will be assisted through one or more of the following activities: tutoring service, recreation programs, childcare, mentoring program, cultural and other youth-related services;
- 54,038 persons will benefit from crime prevention activities/programs carried out by various community organizations.

Economic development activities will consist of technical assistance and financial support to microenterprises and businesses. It is anticipated that as a result of these services several hundred low and moderate income jobs will be created and twenty neighborhood business districts will expand their delivery of needed goods and services to low and moderate income residential areas. Within the next year, the following number of businesses will be served:

- 116 businesses will receive technical assistance relative to business development and expansion;
- 8 loans will be made to private, for-profit businesses under the Special Economic Development category of the CDBG program;
- 170 microenterprises will be provided technical assistance and/or financial support.

D. GEOGRAPHIC DISTRIBUTION

The vast majority of the areas where funds will be utilized are low to moderate income communities (see attached map). Within these areas, 50% or more of the families earn less than 80% of the median family income for the Baltimore Metropolitan Statistical Area.

Activities serving very low- and low-income households are concentrated in the inner city areas where the highest level of deterioration is present and consequently the need for assistance is the greatest. These activities consist of counseling, literacy programs, acquisition of properties to provide rental or home ownership opportunities, loans to assist first-time homebuyers, construction capital, etc. Home ownership activities affecting moderate-income households tend to have a citywide distribution, although the concentration is in outer City areas. Housing activities for the special needs population are also City-wide, although the majority are in the inner-city areas where the greatest concentration of transportation and social services exist.

E. HOMELESS AND OTHER SPECIAL POPULATIONS

Baltimore's Continuum of Care (CoC) is a strategic plan, under development, and continually being refined, on the premise that homelessness is a multifaceted problem requiring a multifaceted solution.

Baltimore's homeless services CoC offers a broad range of options and hope for City residents experiencing homelessness or the threat of homelessness and for those community residents, businesses and institutions committed to improving the quality of life for those living, working and visiting the City. The Continuum allows for multiple points of entry, rather than a single point. Individuals and families can enter the Continuum through their own culturally based, community-based or service-based organization. The Baltimore City Office of Homeless Services (OHS) fulfills the administrative role in overseeing the CoC. It facilitates meetings, newsletters, surveys, focus groups, public hearings, training and technical assistance to ensure coordinated efforts between service providers. As a city agency, OHS brings to the Continuum the City's vision, along with additional City resources and the political will to implement the Continuum.

On a broader base, the vision to address homelessness must be embraced by all stakeholders. For this reason, the vision is articulated in terms of issues of "common ground" among the stakeholders. These include: 1) helping people off the street; 2) creating a balance of the impact of homelessness on neighborhoods and commercial districts; 3) integrating services for our poorest citizens in accessible locations; and 4) increasing the number of qualified employees hired by homeless service providers to ensure quality services. Adopting these issues of common ground encourages buy-in and cooperation in implementing the necessary strategies, and does not allow any stakeholder to abdicate responsibility in participating in the solutions to end homelessness. It requires the integration of programs, providers and funding beyond those traditionally targeted to the homeless, to be readily accessed by those providing services to the homeless.

Not unlike other cities, the vision for the CoC in Baltimore City extends beyond just dealing with the homeless population, to one that address the root causes of homelessness. The Action Plan ensures a seamless continuum of housing and services to enable individuals and families to maximize their potential for independent living and community contribution. The strategy for implementing this vision requires the creation of a comprehensive CoC ranging from outreach through transitional services to permanent housing. Eligible families and individuals must be able to easily access the system of services and must recognize and have available the opportunity for movement through the system. The CoC must also provide multiple points of entry.

These entry points include active outreach to frail and hard-to-engage people who would otherwise not be able to connect with the services that they need, and to those experiencing a frequent re-entry into the system.

Through the CoC, it is hoped that over 90 individuals and 117 families will be supported with assistance in permanent housing; 218 Shelter Plus Care units of permanent housing that are currently occupied will be renewed; 360 individuals and 330 families will be engaged in services to help them obtain permanent housing; 87 individuals, 20 street dwelling individuals with serious mental illness and 12 HIV+ medically fragile individuals will begin the process of rebuilding their lives through transitional housing; 80 homeless children will participate in a summer camp program; 480 units of permanent housing will be made available to individuals with HIV through a tenant-based rental assistance program; street outreach will continue; clients will be tracked and entered into the R.O.S.I.E. database; legal services will be provided; and the Safe Haven will continue to house those with mental illness who are willing to come off the streets.

In addition, funds will be earmarked to prevent homelessness through early intervention and cash assistance, approximately 2000 shelter beds will be made available to help the homeless, motel vouchers made available to homeless individuals and families who cannot access the traditional shelter system because of situational issues.

The CoC reflects the diversity of the service providers and programs available to those in crisis and in need in Baltimore City. Through the CoC application submitted to HUD for the 2001 Super NOFA, funding for 25 programs have been renewed which include:

Under the Supportive Housing Program

- 10 existing programs have been renewed to continue the transitional housing/permanent housing programs;
- 3 new programs are being funded to expand existing services to men and women;
- 4 new programs to provide services to women and the medically fragile;

Under the Shelter Plus Care Program

- 5 programs are being reviewed for provision of rental assistance with supportive services to formerly homeless individuals;
- 2 new programs to increase the number of rental assistance to homeless ex-offenders and women with a history of substance abuse.

Other programs to be renewed are the outreach programs to homeless individuals diagnosed with severe mental illness under the Baltimore Mental Health Systems, and the development and implementation of the Homeless Management Information System (HMIS) to track and record the movement of homeless individuals and families through the CoC.

During FY 2003, the following activities will be undertaken to address homelessness and other special needs:

1. A portion of the HOPWA funds will be set aside to develop a facility that will serve as a drop-in, emergency and transitional housing for HIV+ and at-risk youth (age 18-24).
2. \$1,400,000.00 will be set aside to develop housing for persons with HIV/AIDS.
3. Continuation of funding for the operation/supportive services costs of 10 emergency shelters, 12 transitional housing facilities, a 24-hour drop-in center, 3-day centers and 2 centers devoted to medically fragile individuals.
4. \$7,201,150 in FY 2003 will be set aside to fund 25 projects for transitional and permanent housing and for support services through the CoC program.
5. Set aside funds for shelter upgrades to correct code violations and make them handicapped accessible.
6. A total of \$754,063 in FY'03 funds will be allocated for expansion of the R.O.S.I.E. system. This expansion will allow for the inclusion of families, individuals and children. By Spring 2003, ensure that all city funded shelters and service providers are part of the R.O.S.I.E. network.
7. Continue to implement and oversee the Housing Assistance Payments Program Yearly (HAPPY) program. The HAPPY system is a database management system that tracks (a) clients receiving tenant-based rental assistance under the HOPWA and Shelter Plus Care programs, (b) calculates the tenant's rental contribution, (c) utility reimbursement and (d) recertification and inspection deadlines.
8. Expand transitional housing and supportive services for the drug and alcohol addicted.
9. Continue the expansion of transitional housing for families through the set aside of Project-Based Section 8 Certificates.
10. Continuation of 629 units of Shelter Plus Care housing. Housing will be provided in either sponsor-based or tenant-based apartment units or project-based facilities.

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11. Develop an additional Safe Haven to house chronically mentally ill persons.
12. Continue to operate and oversee the Fallsway Resource Center. The Center provides basic needs, e.g., meals, blankets, information and referrals to the homeless. The site is also used by outreach workers to provide outreach services and encourage the homeless to move to shelters and transitional facilities for assistance.
13. Develop a feasibility plan to renovate an existing building for use by HIV+ persons with a history of substance abuse.
14. Set aside \$200,000 in HOPWA funds to supplement the construction of a proposed children's hospice for those with end-stage HIV/AIDS.
15. Continue to develop partnerships and linkages with businesses for financial and service resource and employment opportunities.
16. Expand and improve the transportation network between shelters and service providers.
17. Continue to enhance outreach services to those on the streets and to expand outreach services to homeless youth.
18. Set aside \$850,000 in FY'03 to hire 14 outreach workers/case managers to enhance the delivery of outreach services to homeless families.
19. Improve outreach and assessment by constructing a day resource center in the City to provide multiple services to homeless people. Approximately 200-300 people would be served yearly at the site. Services on-site would include:
 - housing assistance
 - food
 - health care
 - legal assistance
 - benefit advice and enrollment
 - linkage to other services in the community as necessary.

F. OTHER ACTIONS

1. Address Obstacles to Meeting Underserved Needs

The greatest needs in the housing and community development fields in Baltimore City continue to be:

- capital to construct conventional and special needs housing and to demolish substandard housing and
- operating funds for supportive social development.

In previous reports also, limitations on fiscal resources to fully carry out DHCD objectives has been stated to be a major obstacle to meeting the needs of people eligible for help. In order to leverage more non-City capital resources, development guidelines have been revised, more complete proposals demanded and underwriting standards have been made more stringent. Limited funds have also been maximized by a greater emphasis on loans rather than grants to developers. There is also an increased emphasis for higher levels of capital participation from the non-profit sector in development projects utilizing City moneys. These efforts will be amplified in the coming fiscal year.

In order to compensate for the dearth of operating funds for various community development activities, DHCD has increased coordination with foundations to direct and underwrite non-profit community development efforts. This approach will be expanded in the coming year.

In order to optimize staff resources within City government, and hence reduce operating costs devoted to community development activities, DHCD will, in the coming year, accelerate the trend of cooperation between City agencies. For example, the Department of Planning and DHCD have been working closely together on neighborhood studies over the past year and this will continue. In addition, DHCD and the Commission on the Aging and Retirement Education (CARE) will cooperate on senior housing issues in the coming year.

2. Foster and Maintain Affordable Housing

Property tax relief programs increasingly have been used in recent years as an incentive to buy houses in the city. These programs differ from loans/grants for settlement expenses in that property tax relief is typically spread over several years. Tax relief programs giving incentives to people to purchase, rehab or remain in Baltimore City include the Rehabilitated Vacant Dwellings Tax Credit, the Home Improvement Tax Credit and the Newly Constructed Dwelling Tax Credit.

3. Remove Barriers to Affordable Housing

Both the Consolidated Plan and its predecessor, the CHAS, identified settlement costs as a barrier to affordable housing in Baltimore. To address this barrier, the City initiated SELP (Settlement Expense Loan Program) in 1993. SELP uses general obligation bonds to enable buyers to borrow up to \$5,000 for closing costs. In 1998, The City expanded SELP, using bond funds to leverage \$20,000,000 from Fannie Mae. Since that time, a total of \$17.4 million has been spent and 4,490 households served. A master servicer now services the program. The program was suspended in 01/01/02 as all funds had been utilized. A new funding agreement is expected in July 2002.

Other initiatives that the City has recently taken to reduce closing costs include:

- **The City Employees' Home-Buying Incentive Program**

This program opened in January 1995 and has assisted a total of 738 City employees buy houses in Baltimore City. Working with Fannie Mae's employer assisted housing programs, the City will provide up to \$3,000 in grant funds to eligible employees for closing costs and other down payment requirements. The program uses City Community Development bonds.

- **The Housing Venture Fund**

The Housing Venture Fund forms a part of Empower Baltimore's Home Finance Initiative. The DHCD, under contract with the Empower Baltimore Management Corporation, has jointly designed an incentive program for new homebuyers purchasing in the Empowerment Zone. This program is designed to stabilize communities while helping stimulate private market sales and increasing home buying opportunities in the Zone. Grants up to \$5,000 will be made for closing costs and no repayment is required if the buyer lives in the house for 5 years or more (the repayment requirement is reduced by 20% for each year of residence). The fund targets low-and-moderate income buyers and each village center offers buyer education to residents. So far, 786 first-time homebuyers have been assisted and EBMC has advanced another \$1.0 million to extend the program through the next fiscal year.

4. Evaluate and Reduce Lead-Based Paint Hazards

In the next year DHCD will:

- Distribute approximately 250 lead abatement grants of up to \$15,000 to landlords and homeowners who have received notices for lead paint violations. These funds will be available to low and moderate income neighborhoods city-wide.. The total projected cost is \$2,125,000.
- Relocate to lead-safe housing units, households that have been involuntarily and temporarily displaced because of a notice for lead hazard. Twenty lead-safe units will be provided for housing such families while their homes are being made lead-safe. Additionally, a stipend for moving expenses and food will be provided. The yearly cost for this effort is estimated at \$640,240.

5. Reduce the Number of Poverty Level Families

In the coming year, the DHCD will continue its efforts to reduce the number of poverty stricken families throughout the City by providing these families with an opportunity to become self-sufficient. This initiative will be accomplished through a variety of funding sources and agencies.

In 2001, the City of Baltimore reorganized its Human Services Division from decentralized government satellite offices to centers that address full human-service needs. As part of the reorganization, the Human Services Division adopted a case management and client tracking approach to measure outcomes of the delivery of services. To address the growing challenges of providing vital

services to low-income citizens, the Human Services Division will operate six (6) Human Services Centers (HSCs) and various funded programs located throughout Baltimore City. Direct services will be provided and partnerships will be formed to expand outreach and services. It is anticipated that the Human Services Division of DHCD will provide services to approximately 40,000 individuals or roughly 15,000 families over the next program year.

In its efforts to reduce the level of poverty throughout Baltimore City and move residents towards self-sufficiency, the Human Services Division, in the following areas, will:

- **Education**

Provide programs aimed at improving the literacy skills of residents through the qualified services of organizations such as the Greater Homewood Community Corporation, the Learning Bank, and the Baltimore City Literacy Corporation. Baltimore City will continue its ongoing cooperative efforts with various tutorial programs such as the Johns Hopkins, Wyman Park, and IOTA Tutorial Programs. Referrals are made through the six HSCs to programs sponsored by Baltimore Reads, Sojourner Douglass College, and the Baltimore City Community College General Education Diplomacy program. In addition to these programs, citizens are referred to local entities that provide equivalent remedial courses.

- **Employment**

Provide low- and moderate-income individuals with linkages to employment training opportunities through the Office of Employment Development, CHOICE Jobs, Jobs Plus. Understanding the crucial role sustained employment plays in discontinuing the cycle of poverty, the Human Services Division will continue to develop and create collaborative partnerships with local agencies whose major role is to provide employment opportunities.

- **Income Management**

Provide core financial services to residents who cannot fully access public and/or private resources to sustain their daily activities. These services will include providing assistance for homeowner and renter tax credits, free income tax preparation, interpretation of documents, and authorized notary. In addition, the Division offers budget counseling and will implement several financial literacy programs.

- **Housing**

Provide general assistance on processes required to own or to rent real property within Baltimore City. In addition, Section 8 applications are completed and leases are explained to clearly identify landlord/tenant responsibilities.

- **Emergency Services**

Provide assistance to individuals and families in distress. The Human Services Division provides immediate contact with local agencies that have the capacity to provide both physical and emotional support. These events range from utility cut-offs to accidental deaths.

- **Nutrition**

Provide individuals and families with nutritional resources to sustain a healthy lifestyle. Two centers operate food pantries specifically for the purpose of alleviating hunger. In instances where residents are unable to prepare their meals, referrals are made to soup kitchens and other types of feeding programs available through churches and various types of civic organizations. In addition, volunteers and organizations have been identified to coordinate and operate food pantries in communities.

- **Linkages with Other Programs/Community Organizations**

Maintain contact and work diligently with community organizations and groups whose primary mission is to assure the well-being and viability of their neighborhoods. As a direct result of these relationships with community-based organizations and groups, advisory councils are being formed to ensure the feedback of the local communities. One outcome of a community needs assessment has been the formation of a partnership with Park West Medical Center in northwest Baltimore to provide extensive health outreach to area residents.

Over the next year, as a means of reducing the number of poverty level families, as well as providing an opportunity for individuals to become self-sufficient, the DHCD's Human Services Division is planning several activities. Examples of these activities are:

- Continue to develop, monitor and maintain a volunteer services program that extends the reach of "human services" through volunteer manpower to support after-school projects, mentoring program, parental incentive/involvement program, senior/homebound "buddy" program, emergency food pantries, etc.
- Develop an outreach plan that informs community residents of the services offered throughout the Division.
- Host workshops and activities at various sites throughout the city to educate and inform residents about health care access, health insurance, financial literacy, nutrition, weatherization, etc.
- Expand the Human Service Commission's Board of Directors and its committees. This board is the policy making body whose primary charge is to provide individuals with an opportunity to become self-sufficient through the various functions previously identified.

The mission of the HSCs is to be the local advocate and agent in working to eliminate poverty in Baltimore City. The HSCs will promote new delivery systems and services that effectively support human dignity and self-determination, promote self-sufficiency, and provide opportunities for the poor.

6. Develop Institutional Structure

In the past fiscal year there has been significantly greater coordination between DHCD and the HABC in efforts to address housing and community development needs. This process will continue in the coming year and manifest itself through coordinated and complimentary planning and physical redevelopment initiatives. Other specific institutional changes will include the formation of a shared strategic planning and research function, and joint acquisition and disposition efforts.

It is also anticipated that there will be increased coordination between the DHCD/HABC and local foundations in designing and implementing redevelopment programs, particularly in outer city neighborhoods.

Ongoing computerization efforts within the two agencies will result in a more efficient permitting and inspection reporting system through the medium of hand-held computers and real-time data management.

7. Enhance Coordination between Public and Private Housing, Health and Social Service Agencies

The Executive Director of the Housing Authority of Baltimore City and the Commissioner of Baltimore City's Department of Housing and Community Development have been, since the inception of DHCD, the same person. The two agencies share a computer network and, to a large extent, the staffs share the same office buildings. This administrative structure, almost unique in the nation, has resulted in relatively good coordination between the governmental entities responsible for public and private housing. This coordination will be further enhanced by the recent appointment of a Deputy Commissioner of DHCD to a joint appointment – that of First Deputy Commissioner/Director of DHCD/HABC.

Project 5000 - the City's current effort to acquire and abate the notices on 5,000 vacant houses - will depend, to a great extent, on coordination between the public and private sectors. The Mayor has requested, with much success, *pro bono* efforts in title search etc. from law firms and title search companies. This effort should significantly reduce the incidence of dilapidated housing in the city.

In order to combat the increasing problem of childhood lead paint poisoning, the State of Maryland and the City of Baltimore, the latter acting through the City Health Department and the DHCD, entered into an agreement for the use of State Lead Paint Funds. This agreement provides 250 lead abatement grants for each of three years (of which FY 2003 is the third year).

In the social services field, coordination between Baltimore City and the State is facilitated in the Department of Social Services (DSS) by the appointment of its director by the Mayor, although DSS is a State agency. This tends to result in relatively good coordination between the city agencies and the major government-run social service agency.

8. Foster Public Housing Improvements and Resident Initiatives

In City FY 2003, HABC expects to initiate, carry on, or complete the following projects:

- **Heritage Crossing**

Murphy Homes, the third high-rise complex to be imploded, was demolished on July 3rd, 1999. In October 1997, the Housing Authority obtained a \$31.3 million grant under the HOPE VI Program to help pay for the demolition of the 781 units in Murphy and Emerson Julian Gardens and the building of the new community.

Construction of the new mixed-income Heritage Crossing community, which began in June, 2001, is scheduled to be completed in July, 2003. It will comprise 260 new semi-detached houses with seventy-five of these units being public housing. The remaining 185 units will be for homeownership. Residents will receive homeownership counseling. The plans also include a day care center/community building on Fremont Avenue.

- **The Broadway**

In September 1999, The Housing Authority obtained a \$21 million grant under the HOPE VI Program to help finance the redevelopment of The Broadway Homes. All 429 units have been demolished. The total cost of the redevelopment is projected to be \$54.4 million. Shortly after winning the grant, Johns Hopkins proposed a land swap. In September 2000, the Broadway Homes HOPE VI Steering Committee, after a 2 1/2-month long study of the Broadway/Church Home land swap, unanimously recommended going forward with the swap. The Church Home site, because of its location on a natural bluff, views of the Inner Harbor and downtown, provides a more attractive and marketable site.

Construction of the redevelopment is scheduled to begin in June, 2002 and be completed in June, 2004. The new mixed-use, mixed-income community will be built on the former site of the Church Home Hospital. The residential portion will include a multi-purpose community center as well as 166 new units on the Church Home site. The new units will consist of 132 rental townhouses and 34 for-sale units. The rental units will include 84 public housing units and 48 market-rate units. The homeownership units will include 29 market-rate units and 5 units for low-income families which will be subsidized to make them affordable to families with incomes below 30% of area median income.

- **The Terraces**

HABC funds are available for a community/recreation center planned as part of a new community school. The school construction funds were recently appropriated for FY 2003 by the State of Maryland to replace the former Lexington Terrace Elementary School (School #19). This project also needs HUD approval.

- **Flag House Courts**

The redevelopment of Flag House Courts, will be the culmination of the effort to eliminate family high-rise public housing in Baltimore. Implosion of the high-rise complex occurred on February 10, 2001. Construction of the new units is expected to begin June 30, 2002 and be completed in December, 2005.

As with the other three family high-rise complexes, the redevelopment plan includes a substantial reduction in housing density (only 238 of the new units will be on-site, in place of the current 487 units) and the creation of a mixed-income community. A total of 338 units will be built, both on-site and in the surrounding neighborhood. The majority, 198, of the units will be designated for market-rate occupancy. The market rate units will consist of 146 homeownership units, for buyers with incomes between 60% and 115% of area median income, and 52 rental units. The units for low-income families will include 10 homeownership units that will be subsidized to make them affordable to families with incomes below 30% of area median income. The other 130 units for low-income families will be rental, public housing units.

Plans for non-residential development include ground floor retail space in five apartment buildings. Micro-business incubator space and a community/recreation center will be located in a rehabilitated building. The commercial center will also be restored.

- **Scattered Site Replacement Housing**

The demolition of high-rise public housing has resulted in court-mandated requirements for scattered-site replacement housing. To replace units in the old Lafayette Courts, forty units must be developed in non-impacted census tracts that will provide HABC families with housing opportunities in safe neighborhoods well served by public and commercial facilities. ("Non-impacted" areas are census tracts with a minority population of less than 26% and a poverty rate of less than 10%.) These units will be compatible in design, scale and amenities with the surrounding community and will not be identifiable as subsidized housing. A combination of multifamily and single-family development is currently being reviewed by State and federal agencies.

An additional 57 public housing units are planned to be developed providing replacement units for Broadway Homes. These units are required by the May 27, 1999 consent order, which amended the partial consent decree in the lawsuit Thompson et al. vs. HUD et al. These units must also be located in "non-impacted" areas and they will also be compatible in design, scale and

amenities with the surrounding community and will not be identifiable as subsidized housing.

- **Sandtown/Winchester Mount Carey Commons**

As part of the consent decree, 123 units of replacement housing for Fairfield Homes were mandated for the Sandtown-Winchester neighborhood. One hundred of these units have been completed and the final phase of this project is 23 new housing units for low-income families at Mount Carey Commons. The State of Maryland's Partnership Rental Housing Program (approximately \$1.2 million), a CHODO grant of \$25,000 and HOME funding are anticipated financing for this project. Development will be based upon agreement on the set of vacant City-owned houses most needed to complement other development activity in their blocks.

- **Homeownership Demonstration Program**

Homeownership/Project-Based Section 8 Rental Units program is being implemented in compliance with the Partial Consent Decree, *Thompson et al. vs. HUD et al.* The Affordable Housing Initiative (AHI) seeks to create a total of 168 homeownership units, through three different programs: direct purchase; lease purchase; and Section 8 Homeownership. In addition, 646 project-based Section 8 units are currently being sought by the AHI contractors. Both the homeownership units and the project-based units must be located in non-impacted areas in the Baltimore housing market (as defined by the Consent Decree) so as to provide HABC families with enhanced desegregative housing opportunities in safe neighborhoods that are well served by public and commercial facilities.

These units must be compatible in design, scale and amenities with the surrounding community and should not be identifiable as subsidized housing. The Innovative Housing Institute has been hired as the project manager to develop this program. HUD approvals are now being secured, through a Revitalization Plan, for the Direct Purchase, Lease-Purchase and Section 8 Homeownership activities funded through the HOPE VI Grant.

- **Cherry Hill Homes, MD 2-12 and C.K. Anderson, MD 2-73**

A master planner has been hired to develop a revitalization plan for Cherry Hill including, but not limited to, the 113 units in Cherry Hill 2-12 and the 122 units in Charles K. Anderson, MD 2-73.

In the next fiscal year HABC will:

- Continue the planning process, and
- Continue the redevelopment of Cherry Hill 2-17 by:
 - ✓ investigating the feasibility of a Section 8 homeownership project consisting of 76 new units;

- ✓ continuing the construction, of an 80 unit mixed-income residential facility for senior citizens. Construction began in December, 2001 and is expected to be completed by December, 2003. Low Income Housing State Tax Credits and Section 8 Project-Based units have been awarded to this project.

- **O'Donnell Heights and Claremont Homes/Freedom Village**

A master planner has been hired to develop revitalization plans for these developments. Planning will continue in City FY 2003.

- **Scattered Sites**

The Housing Authority plans to address its scattered site housing stock by:

- ✓ maintaining up to 1,500 scattered site units in decent standard condition;
- ✓ disposing of up to 280 units to public housing residents and other income- eligible citizens of Baltimore City through a homeownership program;
- ✓ completing the demolition of the 297 units already approved by HUD for demolition;
- ✓ disposing of up to 700 units to entities meeting established guidelines;
- ✓ developing a program for the maintenance of vacant lots;

- **Future Revitalization Plans**

There are an additional 23 developments that are more than 25 years old. Their age, combined with heavy use, has caused their condition to seriously deteriorate. HABC's strategy for addressing revitalization and restoration needs will have the following goals and objectives:

1. Create programmatic linkages with other community development activities.
2. Encourage the active participation and investment of all stakeholders throughout the planning and implementation phases.
3. Leverage private sector money to help fund the total cost of development.
4. Establish community programs and support services that promote family self-sufficiency and financial independence.
5. Create tie-ins to the surrounding communities.

The HABC's Division of Empowerment and Employment intends in the next twelve months, to:

Target 1,500 public housing and Section 8 residents for employment through the provision of the following public services:

- 720 housing residents through the PACE program;
- 150 public housing residents in the Work Matters/DOL Welfare to Work Initiative/Jobs Plus model;

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- 125 residents for employment through the Jobs Plus Program at Gilmor Homes;
- 721 residents through the Family Self-Sufficiency Program.

Target 420 residents for job retention follow-up services needed once employment is secured:

- Follow 270 residents through PACE post placement support and job retention programs using PACE Staff;
- Follow 150 residents through WorkMatters for post placement support.

Provide training opportunities in literacy and various occupational fields to 150 public housing residents:

- Enroll 10 in Step-Up Construction;
- Enroll 40 in Skills Training;
- Enroll 10 in Landscaping Training Program;
- Enroll 10 in Pesticide Training Program;
- Enroll 40 in Literacy Program;
- Enroll 50 in OED training programs.

Provide personal development training to 150 residents as a precursor to participating in training programs:

- Require mandatory participation in personal development program for all participants of skills training, business development and Step-Up Programs.

Develop a resident business training program and incubator structured to service 60 residents with a goal of 30 functioning resident businesses per year:

- Provide, through the business incubator, assistance to the current resident businesses under contract with HABC to grow these businesses to employ other residents and further business development training;
- Target 60 residents for business development training with a completion rate of at least 50% and 30 businesses in operation from this training;
- Establish a resident business advisory board.

Expand use of Job Point – the skills bank and case management tracking system - to all of Resident Services to monitor individual and divisional activities and to ensure consistency with the PHAS requirements:

- Assess system needs for other departments within Resident Services for a standardized system to be used for required data reports, program monitoring and evaluation;
- Install Job Point at all sites with case management of program activities.

9. Fair Housing

An “Analysis of Impediments to Fair Housing in the Baltimore Metropolitan Area” was completed in September 1996. It was prepared for the Baltimore Metropolitan Council on behalf of Baltimore City, the City of Annapolis, and Anne Arundel, Baltimore, Harford and Howard Counties. This region-wide analysis detailed impediments to fair housing and recommendations for actions to address those impediments. A copy of the impediment study is available for review in the HABC/DHCD Office of Fair Housing and Equal Opportunity (Room 922, 417 E. Fayette Street; 410-396-3246) and in the CDBG Office (Room 1101; 417 E. Fayette Street; 410-396-4051)

During City FY 2003, the following actions will be undertaken using program funds made available through the Annual Action Plan, to overcome the impediments to fair housing that were identified in the analysis:

- **Regional Fair Housing Action Plan**

The six jurisdictions that participated in the 1996 Analysis of Impediments to Fair Housing (AI Study) are working with the Maryland Center for Community Development (MCCD) and the Baltimore Metropolitan Council (BMC) to develop a Regional action plan for the impediments identified in the AI Study.

This team of housing officials will focus on the following regional issues identified in the AI Study:

- Section 8 (focusing on impediments to landlord participation, including landlords with accessible units, and addressing those impediments);
- Home sales and rental practices;
- Mortgage lending practices; and
- Homeowners insurance.

It is anticipated that this action plan will be completed by July 2002.

- **Meeting the needs of the disabled**

The AI Study concluded that, Baltimore City has the largest percentage of all public housing in the region (89%), but that Baltimore has a shortage of units designed for people with disabilities. HABC continues its efforts to meet the needs of HABC residents and applicants with disabilities.

In accordance with 24 CFR Part 8 Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities: Final Rule, HABC hired Bazelon Center for Mental Health Law (Bazelon) to conduct a resident needs assessment, a self-evaluation study, and to update HABC’s transition plan.

The needs assessment and self-evaluation study include all programs and activities under HABC's jurisdiction including Public Housing, Section 8, Modernization, and HOPE VI programs. Included in the Scope of Services are the following tasks:

1. Resident Needs Assessment – A needs assessment conducted of HABC residents and of applicants on the waiting list to determine the need for additional accessible facilities.
2. Physical Assessment of Units –The physical survey of HABC properties to determine the number and location of HABC units that comply with Section 504 and other applicable laws.
3. Self-Evaluation Study – A review of HABC housing and employment policies and procedures pertaining to Section 504 and the Americans with Disabilities Act (ADA), which will assist HABC in understanding how its policies affect public housing, Section 8 participants, applicants, and HABC employees.
4. Transition Plan - Based on the results of the needs assessment and physical survey, a Transition Plan will be developed identifying the physical barriers in HABC facilities that limit accessibility of its programs and activities to persons with disabilities. The Plan will indicate the methods that will be used to make the facilities accessible and the steps necessary to achieve compliance with Section 504, the ADA and the Fair Housing Act Amendments accessibility requirements.
5. Training – A core-curriculum training program covering the provisions of the civil rights laws affecting people with disabilities is being developed. The curriculum will include an introduction module explaining the Section 504 needs assessment project and how the Section 504 study will improve HABC operations and services. Additional training modules are being prepared for HABC staff, residents, contractors, and developers.

HABC anticipates completion of this project in 2002.

- **Develop both rental and homeownership housing for low-income households.** This Annual Action Plan addresses at length capital development activities that will be undertaken in the coming fiscal year to produce such units. Resources used to construct these units will include HOME, CDBG, 108 and HOPWA funds as well as non-entitlement moneys contributed by the HABC, City capital bond funds and State of Maryland DHCD funds. In addition, HOPWA funds will be used to provide housing for persons disabled with AIDS/HIV.

- **Expand housing choice and attainment of housing for all citizens through the support of citywide housing counseling efforts.** CDBG funds will be used to underwrite operating costs for ten nonprofit housing developers to provide counseling services.
- **Conduct community education through non-profit organizations concerning fair housing requirements and responsibilities.** CDBG funds will underwrite operating costs for two nonprofit organizations committed to fair housing advocacy and enforcement.
- **Promote disability awareness and advocacy through non-profit organizations.** CDBG funds will underwrite operating costs for two nonprofit organizations that promote disability awareness and advocacy.

Other activities that will be undertaken in the coming year to address impediments to fair housing include:

- Conduct fair housing training through partnerships with HUD, HABC, and DHCD. The Housing Authority of Baltimore City will undertake the following activities in the coming year:
- Continue to address the needs of the disabled through the Hope VI Program and other initiatives.
- Relocate public housing residents and other eligible families into new homes in sections of the Baltimore Metropolitan Area that have low poverty and racial concentrations.
- Continue outreach to Section 8 landlords in non-concentrated and low-poverty areas to educate them about the Section 8 Program and encourage them to rent to Section 8 voucher and certificate holders.
- Maintain a Senior Outreach Initiative Program.
- Offer a mobility-counseling program that trains public housing resident on how to locate and rent units in low poverty areas and how to connect with support services.

10. **Public Housing**

The Public Housing Drug Elimination Grant was not funded in the President's new budget. As the result of this action, services will be eliminated at four youth development centers in public housing developments, a substance abuse prevention program (Operation Take Charge) will be terminated, and police services will be significantly reduced across developments. HUD may also reduce the monies for capital programming.

The Housing Department of Baltimore City has never been designated as a "troubled" agency.

G. SPECIFIC CDBG REQUIREMENTS

1. Program Income

The Department of Housing and Community Development anticipates that \$3,015,000 in program income will be available during FY 2002 from the following sources:

Source	Projected Income
UDAG Projects	\$ 10,000
Land Sales – HCD	\$ 50,000
Land Sale – BDC	\$ 30,000
Commercial Loan Repayments	\$ 50,000
Hyatt Ground Rent	\$ 200,000
Residential Loan Repayments	\$ 200,000
Day Care Receipts	\$ 600,000
Sanitation Enforcement Fines	\$ 100,000
Property Management – Lien Collection	\$ 710,000
Rent Collection	\$ 50,000
Revolving Loan Fund – DCF	\$ 170,000
Revolving Loan Fund – NHC	\$ 845,000
TOTAL	\$3,015,000

2. Monitoring

DHCD will provide, through its CDBG section, a comprehensive review of subrecipient and local government agency performance related to the use of CDBG funds. The primary objective of this responsibility is to ensure compliance with applicable federal, state and local laws, regulations, policies and procedures and to safeguard against improper use of federal funds.

The goal of monitoring is to identify deficiencies and provide corrective measures to improve, reinforce or augment program performance. The emphasis will be on detection, prevention and correction of deficiencies in the management and administration of federal dollars.

Monitoring procedures have been developed that address compliance with contractual and regulatory obligations, soundness of internal management controls, eligibility of activities, program income sources and usage, and adequacy of administrative and financial systems.

Monitoring teams will review federally funded activities and projects on an on-going basis to ensure that federal and local regulatory requirements are being met and that proper records and documents are being maintained. At least once annually both program and fiscal monitors will conduct a site visit at subrecipient offices. Monitoring report forms and checklists will be used during these site visits. Site review of the use of federal funds by DHCD and other local government agencies will also occur annually. These inter- and intra-agency reviews will concentrate on conformity with eligibility requirements and program performance. The review of the adequacy and use of financial systems and internal controls will be undertaken by the Baltimore City Department of Audits as part of the City Single Audit.

A representative from DHCD's Fair Housing/Equal Opportunities (FH&EO) Section will coordinate the FH&EO and MBE/WBE monitoring activities to ensure compliance with FH&EO and MBE/WBE regulations and requirements.

Using procedures and methods similar to those outlined above for CDBG activities, DHCD will monitor 108 funded activities. A staff position was created to coordinate and provide oversight of Section 108 funded activities.

H. SPECIFIC HOPWA REQUIREMENTS

1. HOPWA PROGRAM

The Baltimore City Department of Housing and Community Development is the grantee for the Baltimore Metropolitan Statistical Area (BMSA) which includes Baltimore City, Baltimore, Harford, Howard, Carroll, Queen Anne's and Anne Arundel Counties.

The Baltimore Metropolitan Statistical Area (BMSA) continues to be severely impacted by the HIV/AIDS epidemic. While the HIV/AIDS epidemic has until recently been concentrated largely in urban cities, current data indicates that increases in the incidence of HIV/AIDS in suburban districts may be as great as in cities. As of June 2001, Maryland had the fourth highest annual HIV/AIDS incidence rate of any state and Baltimore had the fifth highest rate of any metropolitan area in the country.

As of December 31, 2001, the Maryland Department of Health and Mental Hygiene had reported a total of over 14,634 cases of HIV/AIDS in the BMSA. Baltimore City alone had 12,079 residents living with HIV/AIDS (Maryland Dept. of Health and Mental Hygiene data, December 2000). Within the last year, 52% of all new reported HIV/AIDS cases in the BMSA occurred in Baltimore City, and of these new cases, 84% occurred in the African-American community. The Hispanic, Asian, Pacific-Islander and Native American communities in the BMSA, as well as others who have acquired HIV/AIDS through transfusion, are recognized as a small but important population to address, since culture, language and fear of discrimination add additional barriers to providing care.

Affordable housing for all low- and moderate-income people is extremely limited, but is especially so for persons with HIV/AIDS or related diseases. HIV/AIDS service providers and advocates continue to state that housing is one of the most urgent unmet needs of their clients.

The FY 2003 HOPWA formula program, as in the past years, has three major components: tenant-based rental assistance, supportive services and capital projects. In the counties, the majority of the 2003 HOPWA funds will be used for tenant-based rental assistance for low-income residents of the BMSA with HIV/AIDS. The rental assistance will be provided in the form of a subsidy to pay for housing on the open market. Individuals/families who are approved for rental assistance will be linked with appropriate supportive services. Approximately 1,100 individuals and families will benefit from rent subsidies under the 2003 HOPWA Formula Allocation. Baltimore City will use surplus rental assistance funds from previous awards to continue housing existing tenants or adding new ones.

Due to the differences in the HIV/AIDS populations, each jurisdiction will determine if and how other components, namely the supportive services and capital projects portion, of the program will be administered. Grants will be made on a competitive basis to non-profit HIV/AIDS housing or service organizations, or developers.

All support services will be geared towards linking clients to housing for persons with HIV/AIDS and related diseases who have periods of illness. Such services may include nursing care, assistance with personal care, meal preparation and transportation, etc. Once housing has been identified, the process of moving in may be impeded due to the lack of cash. Therefore, supportive services may also include providing funds for application fees, security deposits, utility payments, telephone deposits, and moving expenses. The goal of these services is to enable clients to maintain independent living for as long as possible, which is preferred by the clients and is much less costly than institutional care.

Capital projects will include the development of a continuum of care for youth dealing with HIV/AIDS. Funds will also be used to provide gap financing to developers of low-income housing in exchange for reserving units for HIV/AIDS infected households.

While the reported number of HIV/AIDS cases in the surrounding counties is small in comparison to the number of cases in Baltimore City, the service providers note that individuals may come to the City to be diagnosed and treated, and subsequently move to the City permanently. Providing housing and services in the surrounding counties would relieve the City government of the burden of increasing services and housing availability. At this time, the portability of rental assistance offered through the HOPWA program addresses this population's need to be near services.

Outreach to persons eligible for housing and/or services under the HOPWA program will be made through contact with City and county health agencies, HIV/AIDS service providers, AIDS advocacy organizations, medical treatment and substance abuse clinics, hospitals, emergency shelters and government agencies which have direct contact with people with HIV/AIDS or related diseases. Applicants on the Section 8 waiting list will be notified of the availability of HOPWA funds for rental assistance if the applicant is medically and income-eligible. These providers and organizations will refer potential applicants to the appropriate agency within each jurisdiction for housing information, resource identification and rental assistance processing.

The distribution of the 2003 HOPWA funds is based upon the most current AIDS statistics published by the Maryland Department of Health and Mental Hygiene in the Maryland AIDS Update dated December 31, 2001. Awarded funds are apportioned as follows: Baltimore City – 80.8%; Anne Arundel County - 5%; Baltimore County - 10%; Carroll County - 0.5%; Harford County - 1.8%; Howard County - 1.7% and Queen Anne's County - 0.3%.

2. Tenant-Based Rental Assistance

Under the rental assistance component of the HOPWA program, approximately 480 rental subsidies in Baltimore City alone, will be continued, after recertification, for persons/families with HIV/AIDS and related diseases. Depending on the amount of tenant income contributed, the size of households served, the prevailing market rent within the jurisdiction, and turnover, a total of 855 persons/households will be served in the BMSA, under the rental assistance component with this HOPWA funding.

Clients currently receiving HOPWA rental assistance will undergo an annual income recertification to ensure continued eligibility. Rental assistance will continue for these households for another year as long as they meet the criteria for eligibility or until they receive a more permanent subsidy, such as Section 8 assistance. New applicants for rental assistance must provide the appropriate housing agency evidence regarding income, medical diagnosis and need for housing subsidy. Throughout the BMSA, priority for rental assistance will be given to individuals/families who are homeless or in danger of becoming homeless due to their illness. All clients receiving the rental subsidy are referred by governmental and private organizations providing services to persons with HIV/AIDS and related diseases. Income eligibility will be established in accordance with 24 CFR 574.320 guidelines, with preference given to households in the very low-income category.

In Baltimore City, HOPWA rental assistance will target (1) graduates of transitional housing programs (2) homeless individuals or families or (3) those in danger of becoming homeless. Applicants must document housing needs through a case manager. Each household receiving rental assistance under this plan will pay as rent an amount determined in accordance with Section 3(a) of the U.S. Housing Act of 1937 and 24 CFR 813.106. Guidelines regarding fair market rents, and tenants' contribution will be in accordance with 24 CFR

574.310 and will not exceed the published Section 8 Fair Market Rent (FMR) or any HUD-approved community-wide exception rent for the unit size. Additionally, rents charged for units will be assessed to ensure they are reasonable in relation to rents currently being charged for comparable units in the private unassisted market.

Documentation from appropriate medical and health professionals will be used to establish applicant medical eligibility. Those applicants meeting the qualifications regarding income, medical diagnosis and need for housing will be selected on a first-come, first-serve basis.

The rental assistance component for each jurisdiction will be administered by its respective Housing Department. Each jurisdiction will be responsible for establishing procedures for income verification, calculation of tenant's share of rent, fair market rent determination, location of available housing units, unit inspection and issuance of monthly checks to landlords. However, most tenant-based rental assistance guidelines are based on those established in the Section 8 (Housing Choice Voucher) system.

It should be noted that this is a regional program with the choice of housing location solely the responsibility of the person/family requesting assistance. As a rule, the jurisdiction in which an applicant resides at the time of application will pay for the cost of rental assistance from its allocation regardless of where the applicant may subsequently move within the BMSA.

3. Supportive Services/Capital Projects

In Baltimore City, the supportive services component of the program are awarded on a competitive basis to non-profit HIV/AIDS housing or service organizations which respond to a Request for Proposals (RFP) to provide services to residents of that jurisdiction that will maximize independent living for persons/families with HIV/AIDS or related diseases. Organizations previously awarded funding under HOPWA for supportive services have to compete for the continuation of and for additional funding. Proposals are reviewed and rated by a panel made up of government representatives and HIV/AIDS services providers and advocates and Persons Living With HIV/AIDS (PLWHA's). Awards are made to organizations providing needed and comprehensive services, which ensure a continuum of care. Organizations receiving an award under this component will provide support services to an additional 1,815 persons. In all jurisdictions, supportive services include defraying move-in expenses such as security and utility deposits and basic furnishings or providing money for short-term rent, mortgage and utility payments needed in emergency situations. The Housing and/or Health Departments may administer services.

Capital projects are also considered for funding in Baltimore City. To ensure affordable housing is available to persons with HIV/AIDS, gap financing is available to developers to make projects economically feasible. Funding assistance to developers encourages the continued development of low-income housing while providing housing options to persons and families with HIV/AIDS.

4. Public/Private Resources Expected to be Available in Connection with Activities

During the coming year, the following resources are expected to be available to support HOPWA activities in the BMSA:

Ryan White Title I	\$17,986,832
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5. Method of Selecting Project Sponsors

This application has been developed by the Baltimore City Department of Housing and Community Development in close cooperation with the Housing, Community Development and Health agencies from Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County and Queen Anne's County. The BMSA HOPWA Advisory Committee, which consists of governmental representatives from each of the BMSA jurisdictions in addition to representatives of community-based HIV/AIDS organizations and consumers, currently sets operating policy and oversees implementation of the previous HOPWA programs, and will provide the same function for the 2003 plan. Community-based non-profit HIV/AIDS service providers and advocacy organizations were also consulted during the preparation of this application.

6. Standards and Procedures for Monitoring

The following is the monitoring process for the Continuum of Care program:

- ☐ Program Managers schedule monitoring visits at a minimum of once every year.
- ☐ The Executive Director of the Agency to be monitored is contacted to schedule an appointment for the site-visit.
- ☐ The appointment letter and a Provider's checklist is mailed to the Agency at a minimum of two weeks prior to the visit.
- ☐ During the site-visit, files/financial records are reviewed for compliance.
- ☐ An exit interview is conducted by the Program Manager and the Agency is apprised of any findings and the remedial actions that need to be taken.
- ☐ An official letter stating the outcome of the site-visit, findings and remedial actions necessary (if any) are mailed to the Provider. The letter also states the timelines allowed for corrective actions to be in-place.
- ☐ The Agency notifies the Office of Homeless
- ☐ Services of the corrective actions taken, and a follow up visit is scheduled to monitor compliance.

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- If the Agency is found to be in compliance, a final exit conference is scheduled and the reports are filed in OHS vendor files.
- If the Provider is found not to be in compliance after the initial steps are taken, OHS Monitors and Director will meet with the Provider and/or the Agency Board to develop a plan of action for the resolution of the findings. The Board is advised that the penalty for non-compliance can be up to and including defunding of the program.

**HOPWA 2003 FORMULA ALLOCATION
BALTIMORE METROPOLITAN STATISTICAL AREA**

	% Allocated	Award	Rental Assistance	Persons Housed	Support Services	Admin.	Capital	Operating
Baltimore City	80.8	5,720,608	2,390,992	480	1,701,252	210,990	1,417,252	
Anne Arundel	5.0	339,233		50		23,746		
Baltimore County	10.0	682,516		230		47,776		
Harford County	1.8	122,376		12		8,566		
Howard County	1.7	114,278		12		7,999		
Queen Anne's	0.3	20,246		4		1,417		
Carroll	0.5	33,743				2,362		
TOTAL	100.0	7,033,000	2,390,993	788	1,701,252	302,857	1,417,252	

I. SPECIFIC HOME REQUIREMENTS

1. Program Guidelines for Home Ownership

In using HOME funds for homeownership housing, the City will rely on the Section 203(b) value limits for Baltimore City to ensure that the housing will be “modest housing” as that term is defined in the HOME regulations found at 24CFR 92.254(a)(2).

A. Resale or Recapture of Home Funds Made Available to First-Time Homebuyers

A form deed is used for the conveyance of each unit to the first time homebuyer, referencing the regulating covenants. The deed further stipulates that the purchaser shall own and occupy the subject property as his or her principal residence for the relevant Period of Affordability. In addition, the deed states that should the owner lease, refinance, or transfer the property prior to the expiration of the Period of Affordability, then the owner agrees to repay all or a portion of the loan to the Department of Housing and Community Development of Baltimore City in accordance with the Buyer's HOME Regulatory Agreement.

The buyer's promissory note reflects the most current recapture provisions as published in the final rule dated September 16, 1996. Repayment of the loan shall be forgiven if the owner continues to occupy and own the subject property as his principal place of residence for the applicable time period. Repayment of the loan shall be required if during the Period of Affordability the purchaser sells, transfers, refinances, leases, or ceases to use the property as a principal residence.

B. Refinancing

(1) If the borrower refinances a superior first mortgage, with no sale, equity withdrawal, lease or transfer of interest, repayment of the HOME loan is not required. If however, an equity withdrawal is involved, repayment of the HOME loan will be required to the extent of the equity withdrawal.

(2) DHCD reserves the right to eliminate the necessity of repayment of the HOME loan in hardship cases.

C. Resale of Unit

(1) If the homebuyer sells the HOME-assisted unit during the specified Period of Affordability, the outstanding loan balance shall be repaid on a pro-rata basis, dependent upon the number of years the homebuyer occupies the HOME-assisted unit versus the applicable Period of Affordability. For example, if the homebuyer were subject to a ten-year Period of Affordability, then the pro-rata reduction schedule would be as follows:

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<u>TIME OF EVENT OF CONVEYANCE</u>	<u>REPAYMENT DUE</u>
During the first year of the homebuyer's permanent first mortgage loan (the Buyer's Loan Period)	100% of the buyer loan
During the second year of the Buyer's Loan Period	90% of the buyer loan
During the third year of the Buyer's Loan Period	80% of the buyer loan
During the fourth year of the Buyer's Loan Period	70% of the buyer loan
During the fifth year of the Buyer's Loan Period	60% of the buyer loan
During the sixth year of the Buyer's Loan Period	50% of the buyer loan
During the seventh year of the Buyer's Loan Period	40% of the buyer loan
During the eighth year of the Buyer's Loan Period	30% of the buyer loan
During the ninth year of the Buyer's Loan Period	20% of the buyer loan
During the tenth year of the Buyer's Loan Period	10% of the buyer loan
After tenth year of the Buyer's Loan Period	No repayment due

If the net proceeds of sale are insufficient to both recapture the HOME investment pursuant to the applicable schedule and enable the homebuyer to recover his investment, DHCD and the homebuyer shall share in the net proceeds, proportionally as set forth in the following mathematical formulas [24 CFR 92.254 (a)(4)(ii)(A)]

Home Investment

HOME Investment + Homeowner Investment x net proceeds = HOME amount to be recaptured.

Homeowner Investment

HOME Investment + Homeowner Investment x net proceeds = Amount to Homeowner. Alternatively, DHCD may allow the homebuyer to recover all the homebuyer's investment first before recapturing the HOME investment.

Borrowers are informed of the HOME imposed sales price and appraisal guidelines for eligible properties through the Acknowledgment by HOME Program Borrower of Sales Price Parameters.

D. Direct Homeowner Loans

The City of Baltimore has elected to implement a program of direct loans for housing that is currently owned by qualified homeowners, in compliance with 24 CFR 92.254(b). Loans or grants may be made directly to an owner whose family qualifies as a "low-income family" at the time HOME funds are committed to the rehabilitation of the housing provided that the value of the property, after rehabilitation, does not exceed the regulatory limits for the same.

E. Per-Unit Subsidy Amount

Notwithstanding the provisions of 24CFR 92.250, the amount of HOME funds that may be invested by DHCD on a per-unit basis for any project shall not exceed the greater of (1) \$30,000 per unit, or (2) forty-one percent (41%) of the project's total development costs. For this guideline, the term "project" means the aggregate of all HOME-assisted units within any one undertaking, if the undertaking will include non-HOME-assisted units. DHCD reserves the right to waive this guideline in hardship cases.

2. Affirmative Marketing and MBE/WBE Outreach

In accordance with 24 CFR 92.350 and 92.351 and in furtherance of the Department of Housing and Community Development's (DHCD) commitment to promote equal opportunity in housing, DHCD shall not discriminate on the basis of race, color, national origin, religion, sex, age, handicap, familial status, or any other basis prohibited by law, in the selection or treatment of applicants or recipients in the administration of any program or activity funded in whole or in part with HOME funds. In addition, HOME funds will be made available in accordance with Title VIII of the Civil Rights Act of 1988, as amended by the Fair Housing Amendments Act of 1988 (the Fair Housing Act); Executive Order 11063, as amended by Executive Order 12259; Executive Order 11246; Title VI of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Section 3 of the Housing and Urban Development Act of 1968; Executive Orders 11625 and 12432; and Executive Order 12138.

Requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise) [Section 92.350 (5)]

Consistent with HUD's responsibilities under these Executive Orders, DHCD will encourage the use of minority and women's business enterprises in connection with HOME-funded activities. DHCD will implement its minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts administered by DHCD.

The following describes actions to be taken by DHCD to assure that minority and women business enterprises are used when possible in the procurement of property and services. Affirmative steps shall include but are not limited to:

- Placing qualified and minority and women's business enterprises on solicitation lists.
- Assuring that minority and women's enterprises are solicited whenever they are potential sources.
- Including the MBE/WBE requirements in all Home-funded proposals.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority and women's business enterprises.
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agencies.
- Conducting nondiscrimination and pre-construction conferences with developers and contractors to advise them of all of the MBE/WBE requirements and other equal opportunity requirements for their HOME project.

DHCD is committed to the goals of affirmative marketing procedures and requirements for HOME-assisted housing containing five or more units. DHCD will take affirmative steps to provide information and otherwise attract eligible persons to affordable housing from all racial, ethnic and gender groups in the housing market area. Affirmative steps to be taken by DHCD will include, but are not limited to, the following procedures:

Informing the public, potential tenants, and owners of the federal fair housing laws and affirmative marketing policies [24 CFR Section 92.351 (a&b)]

DHCD will inform the public, potential tenants and property owners about the equal opportunity requirements for the HOME program by implementing the following procedures:

- A. Inform the general public by placing news releases containing Equal Housing Opportunity logo type or slogans in two major newspapers, e.g. the Baltimore Sun and the Afro-American papers.

Working with area employers, colleges, churches, and other interested groups in an effort to involve them in addressing the housing needs of their community.

Contacting various disability assistance organizations to advise them of the availability of accessible housing.

- B. Inform potential tenants by
Providing information circulars to explain the program to tenants in buildings scheduled for rehabilitation.
- C. Inform owners by
Contacting property owners interested in participating in the program and informing them of the requirements for participation in the program.

Indicating in all solicitations for owners DHCD's commitment to fair housing and including a summary of the equal opportunity requirements.

Requirements for owners to inform the general public regarding available housing opportunities [24 CFR Section 92.351 (b) (1-3)]

It is DHCD's policy to require substantial steps by owners to implement affirmative marketing strategies. Participating owners who are advertising in advance of selecting tenants will be required to make the availability of housing known through:

- Advertising in the local press and if applicable, in other forms of the news media.
- Disseminating circulars describing the availability of housing to groups such as CHDOs, other non-profit organizations and various concerned entities including among others the Human Service Centers.
- Notifying the Housing Authority of Baltimore City and requesting that applicants on the Authority's waiting list be advised of prospective vacancies and, if applicable, of homeownership opportunities.

DHCD will require that property owners selected for participation in the HOME Program comply with the affirmative marketing requirements by acceptance of this equal opportunity statement and policy. Failure to abide by these policies and procedures could make an owner ineligible to participate in future projects administered by DHCD.

Special Outreach

DHCD has identified two (2) groups in the housing market who would be least likely to apply for units in the absence of special outreach. These groups include: 1) non-minority persons applying for units located in areas of minority concentration; 2) minority persons applying for units located in areas of non-minority concentration.

In order to promote integrated housing within Baltimore City and to facilitate applications from persons in the housing market area who are least likely to apply, property owners must document their special outreach efforts, including:

- Data on the extent to which each racial and ethnic group and single-adult-headed households (by gender of household head) have applied for, participated in, or benefited from any program or activity funded in whole or in part with HOME funds.

- Documentation of actions undertaken to meet the requirements of Section 92.50, which implements Section 3 of the Housing and Community Development Act of 1968, as amended.
- Documentation and data on the steps taken to implement the outreach program to minority-owned and female-owned businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of \$25,000 or more, paid or to be paid with HOME funds; the amount of the contract or subcontract, and documentation of participating owner's affirmative steps to assure that minority and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.
- Documentation of the actions taken to affirmatively further fair housing, including records indicating the affirmative marketing procedures and requirements under Section 92.351.

Assessment and Corrective Action [24 CFR Section 92.351(b) (5)]

The affirmative marketing efforts of owners will be assessed by FH&EO to determine if good faith efforts have been made through the following process:

- Review of the owner's records to determine compliance with the affirmative marketing requirements. If it is determined that the required actions have been carried out as specified, DHCD will assume that owners have made good faith efforts to carry out these procedures.

To determine results:

- ⇒ Assess owner's affirmative marketing efforts to determine whether persons from various racial and ethnic groups have applied for and/or become tenants. If it is determined that this requirement has been met, DHCD will assume that owners have carried out the above procedures effectively.
- ⇒ If the representation of racial/ethnic and other protected groups is not presented, DHCD will review the affirmative marketing procedures to determine what changes are necessary to make the affirmative marketing efforts more effective in the recruitment and selection of these identified groups for rental and homeownership opportunities.

Corrective Action:

DHCD will take corrective action if it is determined that an owner fails to carry out the procedures or fails to maintain the required records. If there are problems, DHCD will determine ways to improve owner's efforts prior to taking corrective action.

In the event an owner continues to fail to meet the affirmative marketing requirements after fair warning and an opportunity to correct identified deficiencies, DHCD may disqualify the owner from further participation in HOME-funded activities administered by DHCD. Additionally, DHCD will report violators to HUD, which may take corrective action for violation of the fair housing requirements. This Equal Opportunity and Fair Housing Policy will be amended as needed.

3. Affordability Compliance Requirements for Rental Projects Assisted with HOME Funds

The Baltimore City Department of Housing and Community Development's Office of Multi-Family & Commercial Development is responsible for managing the day-to-day operations of its HOME program to ensure that HOME funds are used in accordance with all program requirements and written agreements, and to take appropriate actions when performance problems arise.

Noted below is a summary of the City's reporting and record-keeping requirements for the affordability compliance of rental housing assisted with HOME funds. A more detailed description of these management requirements can be found in the manual entitled "Affordability Compliance and Management Requirements for Rental Projects Assisted With HOME Funds". This manual, prepared by DHCD's Office of Multi-Family & Commercial Development, is available to the public upon request. Failure to comply with the HOME rental affordability management requirements may result in a full investigation by the DHCD. The project may be subject to probationary status, restricting some the project's actions. DHCD may also initiate legal or other actions listed under the loan documents to remedy the violation.

A. Period of Affordability

HOME units must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after the project completion data is entered into IDIS. The affordability requirements consists of restrictions on tenant income and unit rents (further detailed in the following paragraphs). The affordability requirements are imposed by deed restrictions, covenants running with the land, or other mechanisms approved by HUD.

Rental Housing	Cost Per Unit	Term of Affordability
Rehabilitation/Acquisition	Under \$15,000 \$15,000 to \$40,000 Over \$40,000	5 Years 10 Years 15 Years
New Construction HUD Insured Projects	HOME equals insurance terms	20 years

B. Tenant Income

- (1) All units must be leased to tenants whose incomes do not exceed certain levels. Projects with five or more rental units (or an Owner of multiple one or two unit Projects with a total of three or more rental units), must divide their units between "Low Units" and "High Units;" rental Projects with four or fewer units may be all "High Units." "Low Units" are units rented to families whose income does not exceed 60% of the AMI. In general, at least 20% of the units must be Low Units; however, the HOME loan documents may impose a higher percentage of Low Units.
- (2) The Owner must lease all units only to families whose annual income falls within the HOME income limits. Annual income is defined for this jurisdiction to be consistent with the annual income as defined at 24 C.F.R. 5.609 (better known as the Part 5 definition of annual income).
- (3) Tenant income must be reviewed and determined initially by the examination of source documents. Source documents include but are not limited to the following: wage statements, interest statements, or unemployment compensation statements.
- (4) Tenant income must also be re-certified annually by the source documentation method (as stated above).

C. Rents

Project gross rents should ALWAYS fall within the HOME rent limitations as listed in the HOME Final Rule Section 92.252. Project gross rents include the amount the tenant pays, any rental subsidies, plus an allowance for utilities. More specifically, Owners must lease all rental units at certain restricted rental rates. Currently, for Low Units (defined below), the rents shall not exceed the lesser of (1) 30% of the annual income of a family whose gross income equals 50% of the AMI, adjusted for family size, or (2) 30% of the tenant's AMI, but in each case less an allowance for utilities paid by tenants. For High Units (defined below), the rents shall not exceed the lesser of (1) 30% of the annual adjusted income of a family whose gross income equals 65% of the AMI, adjusted for number of bedrooms, or (2) the fair market rents for the area, as set by HUD, but in each case less an allowance for utilities paid by tenant.

D. Utilities

The Owner must calculate utility allowances for individual Projects from the most current Utility Chart (Allowances for Tenant-Furnished Utilities and Other Services/HUD Form 52667). The utility allowance is then included in the determination of the gross rents. The gross rents must fall within the HOME rent limits.

- (1) An Owner who chooses to submit utility studies in lieu of utilizing the standard HUD utility allowances must adhere to the following:
- (2) A utility study must be provided to and approved by the Department prior to occupancy. The utility study must be prepared by a certified engineering firm that is acceptable to the Department.
- (3) In addition, the Owner must provide to the Department a new utility study for their project every two years OR provide annually a unit utility analysis from their gas and electric provider.

E. Property Standards

The owner of rental housing assisted with HOME funds must maintain the housing in compliance with all applicable federal, state and local housing quality standards (HQS) and code requirements for the duration of the project's affordability period. The owner must also comply with all local, state and federal provisions and practices for lead based paint (HOME Final Rule section 92.355).

The Project must comply with the "HUD Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance," found at 24 C.F.R. Part 35.

F. Nondiscrimination against rental assistance subsidy holders

The owner cannot refuse to lease HOME assisted units to a certificate or voucher holder (24 CFR part 982-Section 8 Tenant-Based Assistance: Unified Rule for Tenant -Based Assistance under the Section 8 Rental Certificate Program and the Section 8 Voucher Program).

G. Other Federal Requirements

Affirmative Marketing Policy

The owner must adopt and have available for review written procedures that describe how the owner will carry out the affirmative marketing activities as required by the Department and HUD.

Tenant Selection Policy

The owner must adopt and have available for review a tenant selection policy and criteria.

Recordkeeping

The Owner must maintain on-site, its income, rent, and occupancy documentation for the Project that is up to date, accessible, and in compliance with the HOME record keeping requirements.

H. Pre-Occupancy

The Owner must notify the Department at least 10 working days in advance of its intent to begin occupancy of the Project.

The Owner must submit the Project's use and occupancy certificate within 5 working days of its receipt of the certificate.

The Owner must submit a copy of the "Registration Statement of Residential Property" for Baltimore City. The registration statement must be filed with the Commissioner of the Department of Housing and Community Development.

The Owner must submit the Project Completion Report to the Department subsequent to the Project's final draw. The related disbursement of the retainage will not be released prior to the receipt and approval of all close out documentation (The Project Completion Report) requested by the Department.

The Project's affordability period will begin when the completion data (the Project Completion Report) for all HOME assisted units is submitted to the Department.

The Project Completion Report includes:

- Tenant demographic affidavits, completed and signed for each HOME program tenant,
- The lead paint notification (if applicable)
- The contracting final report,
- The completed MBE/WBE utilization report.

I. Annual Reports, Inspections, and Requests

Owners must ANNUALLY provide to the Department the rent, income, utility and other occupancy data for all HOME assisted units.

On an annual basis the owner of the HOME assisted rental unit must submit to the Department a copy of its most recent insurance policy. The insurance policy must name the "The Mayor and City Council of Baltimore, acting by and through the Department of Housing and Community Development" as mortgagee / loss payee.

The Project will be inspected for compliance with Housing Quality Property Standards and code requirements annually or every two or three years depending on the number of HOME assisted units.

The Project will be inspected for compliance with HOME federal and record keeping requirements. Record-Keeping requirements are further detailed in the following section below.

The Department must approve any proposed increases or adjustments in rents of any rental unit assisted by HOME Funds. Only those projects that have provided to the Department the rent, income, utility and other occupancy data for their HOME assisted units (and are in compliance with the HOME affordability requirements) and have submitted to the Department a copy of its most recent insurance policy (with the correct language) will be eligible to request an increase.

Recordkeeping

The Owner must maintain general rental housing records for five years after project completion.

The Owner must maintain the required tenant documentation and forms on file for the most recent five years, until five years after the end of the affordability period.

In addition to the record keeping requirements listed in the HOME Final Rule, the Owner must maintain the following documents:

- Documentation that supports that the project is in compliance with federal requirements.
- Signed documentation (lease or addendum) that supports the tenant rents reported.
- Documentation that supports the tenant rent subsidies reported.
- Documentation that supports that the tenant income is verified annually by the collection of source documents.

The Owner must also maintain forms designated by the Department as part of the record-keeping requirements. These forms include but are not limited to the following:

Tenant Demographic Affidavit

This form records the initial rent and the demographic composite of the tenant's family. The form must be completed during initial lease up and maintained in the tenant file.

HOME Lease or Lease Addendum

The Owner may use the standard HOME lease or attach a HOME lease addendum to a lease that has been approved by the Department. The addendum is an addition to the lease, which identifies the unit as a HOME assisted unit and gives notice to the tenant that their income will be re-certified annually. This addendum must be updated on an annual basis; preferably at lease renewal or with the re-certification of income.

[Please Note: Whenever there is a change in the tenant's rent (i.e. rent adjustment), there should either be a new lease or an addendum to the lease signed by the tenant. The new lease or addendum should state the new or adjusted rent. New rents are taken into effect only at lease renewal (with a 60-day written notice) or with the issue of a new lease (new tenant).]

Tenant Income Reporting Form with Documentation

This form should be used to report and calculate the annual income of the tenant. All income source documentation used to determine the annual income should be attached to this form. This form along with the source documents should be maintained in the tenant's file.

Lead Paint Notification

The Owner should include the following Lead Paint documentation with the leasing of a new tenant:

- (1) For New Construction (built subsequent to 1978) nothing is required.
- (2) For Rehab (built prior to 1978)
If NO lead work has taken place the following forms should be included in the Leasing process:
 - (a) A copy of the "HOME - Summary Notice of Lead-Based Paint Risk Assessment".
 - Completed by the Owner (Project File)
 - (b) A copy of the "Disclosure of Information on Lead-Based Paint and Lead Based Paint Hazards".
 - Completed by the Owner (Project File)
 - Signed by the Tenant (Tenant File)
 - (c) A copy of the lead notification form entitled "Important Lead Information".
 - Signed by the Tenant (Tenant File)
- (3) For Rehab (built prior to 1978)
If lead work has taken place the following forms should be included in the Leasing process:
 - (a) A copy of the "HOME - Summary Notice of Lead-Based Paint Risk Assessment".
 - Completed by the Owner (Project File)
 - (b) A copy of the "Disclosure of Information on Lead-Based Paint and Lead Based Paint Hazards".
 - Completed by the Owner (Project File)
 - Signed by the Tenant (Tenant File)
 - (c) A copy of the "HOME - Notice of Completion of Lead- Based Paint Hazard Reduction Activity".
 - Completed by the Owner (Project File)
 - Signed by the Tenant (Tenant File)

- (d) A copy of the booklet: Protect Your Family from Lead In Your Home. Ordering information can be found in the section entitled "Useful Information".
- Given to the Tenant
- (e) A copy of the lead notification form entitled "Important Lead Information". This document should be signed by the tenant and maintained in the tenant's file.

J. SPECIFIC EMERGENCY SHELTER GRANT REQUIREMENTS

In the spring, a Consolidated Funding Application is mailed to Providers of homeless programs regarding availability of funds under the Emergency Shelter Grant (ESG), State Emergency and Transitional Housing and Services Program (ETHS), Homeless Prevention Program (HPP), State Service Linked Housing, Women-Crisis Shelter Home and the HOPWA program. The Office of Homeless Services reviews each application. Applications are ranked based on the following:

Criterion I	Demonstration of Need	20 points
Criterion II	Approach	25 points
Criterion III	Outcomes	15 points
Criterion IV	Organizational Capacity	20 points
Criterion V	Budget & Budget Justification	20 points

Applications for capital projects are also evaluated on the following criteria

Criterion VI	Developmental Stage	10 points
Criterion VII	Project Financing	10 points

A conditional award letter is mailed to selected Providers. On the City being notified by the State and HUD, as to the final award, grant agreements are drawn up between the City and the Providers.

Local Match for the Emergency Shelter Grant Program

Local funds for the homeless will exceed the \$ 1,052,000 of Emergency Shelter Grant funds. The State of Maryland, through the Homeless Services Program, has allocated to Baltimore \$3,819,510 to assist this program.

PROPOSED FUNDING

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM	\$33,498,000*
HOME INVESTMENT PARTNERSHIPS PROGRAM	\$ 9,072,000
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS	\$ 7,033,000**
EMERGENCY SHELTER GRANT PROGRAM	<u>\$ 1,052,000</u>

TOTAL ANTICIPATED FUNDING: \$50,655,000

*Includes anticipated Program Income of \$3,015,000

**Allocation for Baltimore City is \$3,944,300.

ANTICIPATED PROGRAM INCOME

SOURCE	PROJECTED INCOME
UDAG PROJECTS	\$ 10,000
LAND SALES – HCD	\$ 50,000
LAND SALE – BDC	\$ 30,000
COMMERCIAL LOAN REPAYMENTS	\$ 50,000
HYATT GROUND RENT	\$ 200,000
RESIDENTIAL LOAN REPAYMENTS	\$ 200,000
DAY CARE RECEIPTS	\$ 600,000
SANITATION ENFORCEMENT FINES	\$ 100,000
PROPERTY MANAGEMENT – LIEN COLLECTION	\$ 710,000
RENT COLLECTIONS	\$ 50,000
REVOLVING LOAN FUND – DCF	\$ 170,000
REVOLVING LOAN FUND – NHS	<u>\$ 845,000</u>
TOTAL	<u><u>\$3,015,000</u></u>

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LOCAL BOND FUNDS DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT FISCAL YEAR 2003 – LOAN AUTHORIZATION		
Activity	Description	Bond Fund Allocation
Acquisition/Relocation Fund	Acquisition of blighted properties for demolition to support ongoing revitalization efforts within various communities. Funds will also be used to cover relocation costs.	\$650,000
Commercial Revitalization/Development & Gateway Improvements	Funds will be used to assist with acquisition and public improvements within commercial areas. Areas targeted include the commercial areas of Harford Road and Govans.	\$400,000
Day Resource Centers	New construction and development of six comprehensive resource centers for the homeless and special needs populations.	\$1,300,000
Direct Home Ownership Assistance Program	Grants will be provided for closing costs and downpayment assistance to low/moderate income homebuyers.	\$600,000
Emergency Demolition	Abandoned and vacant buildings located throughout the City are to be razed to eliminate unsafe and hazardous conditions within communities.	\$1,700,000
Great Blacks In Wax	Rehabilitation and expansion of museum.	\$500,000
Harlem Park	Funds will be used to assist with the acquisition, construction and to provide public improvements for housing projects occurring in the Harlem Park area.	\$800,000
HOME Program	Local match required for the HOME Program.	\$1,000,000
Intervention Buying	Program is designed to prevent further deterioration of neighborhoods through acquisition of properties for future redevelopment as part of the Healthy Neighborhoods Initiative.	\$750,000
Live Near Your Work	Matching grants to assist employees in purchasing homes near their jobs. The City, State and the employer will provide \$1,000 each to the employee who is also required to contribute \$1,000.	\$150,000
Neighborhood Incentive Program	Matching grant to assist community-based groups with completing capital improvement projects within their neighborhoods.	\$150,000
Neighborhood Planning Program	Funds will be used to implement short-term priority capital projects identified through the Neighborhood Planning Program.	\$500,000
Neighborhood Services and Improvements Program	Physical improvements to be made to public areas (Citywide).	\$500,000
Public Housing Redevelopment	Funds will be used to assist with the development of low density, mixed income housing for low-income persons.	\$1,000,000
Settlement Expense Loan Program	Grants will be provided to assist low/moderate income homebuyers with settlement costs.	\$1,000,000
Stabilization (City-Wide)	Funds will be used for various activities throughout the city that include cleaning and boarding; property maintenance; roof and structural repairs; vacant lot maintenance, etc.	\$1,000,000
Trolley Tour Home Sales	Grants provide to potential homebuyers to assist with the purchase of homes within the City.	\$500,000
	TOTAL	\$12,500,000

DRAFT SUMMARY OF ACTIVITIES

1. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROPOSED ACTIVITIES

ADOPT-A-HOUSE \$50,000

1527 Gorsuch Avenue

Baltimore, Maryland 21218

Staff and operating costs to prepare a redevelopment plan for certain properties within the area; rehabilitation of properties for low/moderate occupancy; and to provide home ownership and rental counseling services.

BALTIMORE DEVELOPMENT CORPORATION

36 S. Charles Street

Baltimore, Maryland 21201

➤ **Planning** \$400,000
Continued funding for the staff costs associated with data gathering studies, preparation of plans and identification of actions to implement plans for various economic development projects throughout the City.

➤ **Microenterprise Assistance** \$75,000
Funds will be used to provide technical assistance to new or existing businesses that would enable the establishment, stabilization or expansion of the business.

➤ **Special Economic Development** \$400,000
Funds will be used to provide assistance and services to for-profit businesses that would result providing goods or services to an area where at least 51% of the residents are low/moderate income or result in the creation and/or retention of low/moderate income jobs. A portion of these funds will also be used to provide general support and promotion for businesses located in neighborhood business districts.

BALTIMORE NEIGHBORHOODS, INC. \$75,000

2217 St. Paul Street

Baltimore, Maryland 21218

Continuation of funding a portion of the staff costs associated with fair housing activities to: (1) fight housing discrimination and promote affirmative fair housing practices in the sale and rental of housing; (2) expand the rights of and services to tenants; (3) improve tenant/landlord relations; (4) provide education and organizing services in the areas of tenants/landlord relations and fair housing; and (4) to increase the supply and quality of low/moderate income housing.

BALTIMORE READS \$80,000

5 E. Redwood Street

Baltimore, Maryland 21202

Operating costs for Project REACH. REACH is a comprehensive program, which combines learning, achievement, health and safety into one service. The program will offer an after-school and summer education and enrichment program for youth; workshops and training for parents; and provides advocacy support for families.

BANNER NEIGHBORHOODS \$91,000
27 S. Patterson Park Avenue
Baltimore, Maryland 21231

Continuation of funding for a home maintenance program that provides basic repairs and maintenance to homes occupied by the elderly. Funds will be used for staff costs and supplies.

BELAIR-EDISON HOUSING SERVICES, INC. \$95,000
3412 Belair Road
Baltimore, Maryland 21213

Continuation of funding the staff and operating costs to provide home ownership counseling, outreach and related services, provide technical assistance to businesses and property owners located in the commercial district and other activities necessary for revitalization of the community.

BETHEL OUTREACH CENTER, INC.
1429 McCulloh Street \$75,000
Baltimore, Maryland 21217

Funds will be used to develop a master plan for the area bounded by Martin Luther King to the north, Laurens Street to the south, Pennsylvania Avenue to the east and Eutaw Street to the west.

BIG BROTHERS/BIG SISTERS OF CENTRAL MARYLAND \$56,000
3600 Clipper Mill Road – Suite 250
Baltimore, Maryland 21211

Continuation of program to provide youth development and family support services to low- and moderate-income youth. Areas targeted for assistance are Sandtown-Winchester, Rosemont, Poplar Grove, Walbrook, Arlington and Pimlico. The program provides mentoring and other services to youth ages 8-14.

BRENTWOOD VILLAGE INITIATIVE \$40,000
501 E. Chase Street
Baltimore, Maryland 21202

Staff and operating costs to provide after-school homework assistance and summer camp for youth ages 5-15.

CAROLINE CENTER \$95,000
900 Somerset Street
Baltimore, Maryland 21202

Funds will be used to assist with the staff and operating costs for a program offering employment and literacy services to low/moderate income women. GED preparation classes will also be available.

CENTRO DE LA COMUNIDAD \$120,000
2720 Pulaski Highway
Baltimore, Maryland 21224

Continuation of “Nuestra Familia” (Our Family), a program designed to empower Hispanic/Latino families and move them towards self-sufficiency by providing comprehensive services consisting of health care, tutoring, legal services, employment training and home ownership counseling.

CHOICE JOBS \$35,000
1000 Hilltop Circle
Baltimore, Maryland 21250

Continuation of program to provide low/moderate income youth with tutoring and computer literacy assistance to ensure successful completion of high school or to obtain a GED. The concept of work through classroom instruction, counseling and direct work experience is also provided.

CITIZENS FOR WASHINGTON HILL \$30,000
1634 E. Baltimore Street
Baltimore, Maryland 21231

Continuation of funding the staff costs to provide information to the community regarding activities within the area; to coordinate neighborhood cleanups and beautification projects; and to provide historic preservation education and other services.

CITY HOUSING ASSISTANCE PROGRAM \$400,000
DHCD (CITY-WIDE PROGRAM)

Loans to low/moderate income homeowners to make necessary repairs to bring properties up to code. Loans are at various interest rates and terms depending on the income of the applicant.

CIVIC WORKS
2701 St. Lo Drive
Baltimore, Maryland 21213

- **Community Lot Teams** \$125,000
 Program involves the conversion of vacant lots into mini-parks or community gardens. Team members will work with neighborhood residents to determine reuse for lots. During the course of the project, corpsmembers will learn the basics in soil preparation, gardening, landscaping, space planning and organization.
- **Construction Apprentice Team** \$50,000
 Program will work closely with Southwest Visions to teach basic skills in housing rehabilitation, including the use of passive heating and cooling systems, blueprint reading, housing design and other construction-related techniques.

COALITION TO END CHILDHOOD POISONING \$150,000
2714 Hudson Street
Baltimore, Maryland 21224

Match funding for the Coalition's Safe at Home/Lead Safe Program. Primary focus is to reduce lead and health/safety hazards in homes with lead poisoned children. Areas targeted for concentrated efforts include the East and West Empowerment Zones, Park Heights and surrounding areas.

COIL, INC.
11 S. Carrollton Avenue
Baltimore, Maryland 21223 \$29,000

Program will supplement existing trash removal and other services in Southwest Baltimore.

COLDSTREAM-HOMESTEAD-MONTEBELLO \$60,000
3220-A The Alameda
Baltimore, Maryland 21218

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Continuation of funding staff and operating costs associated with providing tutorial and homework assistance program for youth, community policing and other activities that will assist in revitalizing the Coldstream-Homestead-Montebello community.

COMMISSION ON AGING AND RETIREMENT EDUCATION \$425,000
10 N. Calvert Street-Suite 300
Baltimore, Maryland 21202

CARE will continue to operate 3 senior centers at 1114 N. Mount, 1400 E. Oliver and 1000 Cathedral Street to provide socialization, recreation, nutrition, information, education and other assistance to senior citizens.

COMMUNITY BUILDING IN PARTNERSHIP \$350,000
1135 N. Gilmor Street
Baltimore, Maryland 21217

Funding will cover a portion of the staff of operating costs to administer programs aimed at continued revitalization of Sandtown-Winchester. Activities will consist of youth programs, crime prevention activities, health information, education, community advocacy, etc.

COMMUNITY LAW CENTER \$90,000
2500 Maryland Avenue
Baltimore, Maryland 21218

Continuation of funding to provide community development, public safety, legal services and technical assistance to community-based organizations. Communities targeted to assistance include Druid Heights, Park Heights and Harlem Park. Proposed services are intended to address the need to develop and implement comprehensive anti-drug and crime prevention strategies and to assist in bringing vacant properties up to code.

COMMUNITY MEDIATION \$40,000
3333 Greenmount Avenue
Baltimore, Maryland 21218

Continuation of funding a portion of the staff and operating costs for program that aims to reduce interpersonal and community violence by increasing the use of nonviolent conflict resolution strategies. This program works closely with the States Attorney's Office, Police, Department Parole and Probation and the District Courts.

COMPREHENSIVE HOUSING ASSISTANCE
5721 Park Heights Avenue
Baltimore, Maryland 21215 \$60,000

Funding will support CHAI's Home Ownership and Housing Rehab Services program operating in the Upper Park Heights area. Intent of program is to assist first-time homebuyers with the purchase of a home and to assist existing homeowners with maintaining their properties.

COUNCIL FOR EQUAL BUSINESS OPPORTUNITIES \$100,000
800 N. Charles Street
Baltimore, Maryland 21201

Organization to provide consulting services to small and minority businesses in Baltimore which may include development planning; tax credit counseling; reapplication feasibility; project management; strategic assessment; monitoring and evaluations.

DEFERRED LOAN PROGRAM \$500,000
DHCD (City-Wide Program)

Loans to very low-income homeowners whose properties are in critical need of repair. Loans are up to \$25,000 per homeowner and are not repaid until the property is sold. Loans carry a 20-year term at 3% interest.

**DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT
417 E. FAYETTE STREET
BALTIMORE, MARYLAND 21202**

- **Indirect Costs** \$1,600,000
Indirect costs which are chargeable to the City's Cost Allocation Plan for the Community Development Block Grant Program.
- **Child Care Centers** \$1,377,100
Child day care services available to low- and moderate-income persons at three locations – 1045 Light Street, 2803 Dukeland Street and 621 N. Eden Street. Other services to be provided include introduction to writing, speech, music, math and health screenings.
- **Commission on Historical and Architectural Preservation** \$244,800
Surveys to determine the eligibility of properties for historical significance and approval of plans for physical alterations to buildings in historic districts.
- **Construction and Buildings Inspection**
 - a. **Rehabilitation** \$177,600
Staff costs associated with the inspection of properties rehabilitated under CPD formula programs.
 - b. **Clearance and Demolition** \$597,500
Clearance and demolition of properties within low and moderate income neighborhoods. Costs are associated with the Abandoned House Demolition Initiative.
- **Home Ownership Institute** \$689,700
Staff costs associated with the administration of the Deferred, CHAP and Direct Home Ownership Assistance Loan Programs.
- **Land Resources** \$1,183,900
Staff costs associated with the sale of properties for housing development projects.
- **Multi-Family and Commercial Development** \$70,300
A portion of the staff costs associated with the development of housing for rental and home ownership.
- **Human Services Centers** \$1,663,500
Several centers will be located throughout the city to respond directly to specific needs of residents including public safety, health, housing, education, crime, recreation, etc.
- **Housing Inspections – Code Enforcement** \$2,241,900
Code and zoning enforcement activities will be carried out in deteriorated/deteriorated areas where enforcement along with other activities is expected to arrest decline within these neighborhoods. Activities will be conducted in designated code enforcement areas.

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- **Property Management Division** \$1,605,900
A portion of the staff costs to clean and board vacant structures in areas that are deteriorating or have deteriorated. This activity will assist in eliminating unsafe conditions and aids in arresting decline within designated areas.
- **Relocation Division** \$387,900
Staff costs associated with relocating residential and business tenants.
- **Administrative Direction and Control** \$1,840,600
Funding will cover staff responsible for providing management, oversight, coordination and monitoring of the Community Development Block Grant and Section 108 Programs.

DEPARTMENT OF PLANNING \$467,500
417 E. Fayette Street – 8th Floor
Baltimore, Maryland 21202
Planning for the City's Capital Improvements Program; review of current development projects; preparation of neighborhood revitalization plans, citywide plans including comprehensive rezoning plans, urban renewal plans and amendments.

DEPARTMENT OF RECREATION & PARKS \$255,000
(City-Wide Programs)
Recreational, educational activities and before and after child care programs for youth.

DEVELOPMENT CREDIT FUND/COMMUNITY LENDING GROUP
2530 N. Charles Street-Suite 200
Baltimore, Maryland 21218

- **Revolving Loan Funds** \$170,000
Funds will be used to provide loans for business start-ups or expansion of existing businesses that will create employment opportunities for low/moderate income persons or provide services or goods to communities on an area basis. (Funding amount includes projected program income of \$170,000).
- **Administrative Support** \$140,000
Funds will cover a portion of the Development Credit Fund/Community Lending Group's staff and operating costs to administer the Revolving Loan Fund.

DOWNTOWN PARTNERSHIP \$120,600
217 N. Charles Street-Suite 100
Baltimore, Maryland 21201
Staff costs to continue strategic planning effort aimed at revitalizing the West Side through redevelopment of commercial areas by providing housing, supportive retail, pedestrian wayfinding and public open spaces.

DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION

1821 McCulloh Street

Baltimore, Maryland 21217

\$282,600

Continuation of funding staff and operating costs to provide home ownership counseling, information to community residents, conduct planning activities necessary for development of properties to provide affordable housing; develop a 5-year business plan for DHCDC; create and implement an economic development plan for North and Pennsylvania Avenue; provide tutorial and recreational activities for area youth; participate in development training to develop organization capacity and other activities aimed at revitalizing the Druid Heights community.

DIRECT HOME OWNERSHIP ASSISTANCE

\$300,000

DHCD (City-Wide Program)

Down payment grants to low/moderate income persons interested in purchasing a home.

EPISCOPAL HOUSING CORPORATION

\$15,000

2000 E. Lombard Street

Baltimore, Maryland 21231

Operating costs to provide housing counseling services to low/moderate income persons.

EXCELL EDUCATIONAL SERVICES, INC.

\$50,000

3210 Vickers Road

Baltimore, Maryland 21216

Reaching Out With Education (ROWE) Program offers in-home tutorial services to youth to assist with reading, writing or math. Program is primarily focused in the Park Heights community.

FAMILY TREE

\$40,000

733 W. 40th Street – Suite20

Baltimore, Maryland 21211

Operating costs of a program to provide family support and services to low and moderate income families that would assist with primary health care, case management, and other essential services.

FRANKLIN SQUARE COMMUNITY ASSOCIATION

\$85,000

122 N. Vincent Street

Baltimore, Maryland 21223

Operating costs for programs providing tutorial, mentoring and summer recreation activities for youth and offers recreational and educational activities for senior citizens.

GARRISON BOULEVARD UNITED NEIGHBORS

\$70,000

2610 Garrison Boulevard

Baltimore, Maryland 21216

Staff and operating costs associated with stabilizing and increasing the area's home ownership rate, decreasing the number of unmaintained properties, and reducing the perception of crime in the Garwyn Oaks. Activities include home ownership counseling, technical assistance and referral service, identification of affordable rehabilitation resources and development of a plan to focus on public safety, sanitation, housing, youth and seniors.

GOVANS ECONOMIC MANAGEMENT SENATE \$150,000
4804 York Road
Baltimore, Maryland 21212

Staff and operating costs of program aimed at increasing the home ownership rate and providing services in the Govans community. Activities include home ownership counseling and outreach, loan packaging, planning and youth activities.

GREATER BALTIMORE COMMUNITY HOUSING RESOURCE BOARD \$39,000
P.O. Box 66180
Baltimore, Maryland 21239

Provision of fair housing services throughout Baltimore City that includes fair housing education, work for regional solution to impediments to fair housing, technical assistance and educational materials for fair housing curriculum in Baltimore City Schools.

GREATER HOMEWOOD COMMUNITY CORPORATION, INC. \$50,000
3501-03 N. Charles Street
Baltimore, Maryland 21218

Continuation of funding the staff and operating costs of the Greater Homewood Literacy and ESOL Program which will provide instruction in basic reading, writing and math to adult learners.

HARBEL \$21,600
5807 Harford Road
Baltimore, Maryland 21214

Continuation of funding to assist community efforts to prevent crime and bring safety and stability within the Harbel community.

HARLEM PARK REVITALIZATION CORPORATION \$175,000
1017 Edmondson Avenue
Baltimore, Maryland 21223

Staff and operating costs associated with providing rental and home ownership opportunities for low/moderate income persons, housing counseling services and other activities necessary for redevelopment of the Harlem Park community.

HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION \$150,000
808 N. Chester Street
Baltimore, Maryland 21205

Funds will be used for staff costs associated with community planning efforts for redevelopment of East Baltimore.

INSTITUTE FOR URBAN RESEARCH \$60,000
Cold Spring Lane & Hillen Road
Baltimore, Maryland 21251

Provides neighborhood associations with information necessary for effective community planning and development activities. Services will include technical assistance, research support, community profiles, special reports, etc.

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IOTA TUTORIAL PROGRAM 8512 Stevenswood Road Baltimore, Maryland 21244 Tutorial assistance available to students in grades 2-5 who have immediate or developing educational problems. Students will be tutored in English, math and reading.	\$13,000
JOHNS HOPKINS TUTORIAL PROGRAM Levering Hall, Room 200 3400 N. Charles Street Baltimore, Maryland 21218 Tutorial, remedial education assistance and cultural enrichment to low/moderate income youth; outreach, information and training for parents.	\$50,000
JOHNSTON SQUARE COMMUNITY DEVELOPMENT CORPORATION 841 E. Chase Street Baltimore, Maryland 21202 Funds will be used to cover staff costs associated with providing information to the community regarding services and activities and to provide home ownership counseling services.	\$40,000
JUBILEE BALTIMORE, INC. 2000 E. Lombard Street Baltimore, Maryland 21231 Staff and operating costs associated with housing development, historic preservation, workforce development and community planning.	\$55,000
JULIE COMMUNITY CENTER 100 S. Washington Street Baltimore, Maryland 21231 Continuation of program that provides housing counseling, health referrals, social services, recreational activities and adult GED classes. Services and activities are targeted to benefit low-income individuals and families.	\$45,000
LEARNING BANK OF COIL 1200 W. Baltimore Street Baltimore, Maryland 21223 The Learning Bank is a basic education and employability center serving adults 16 years and older. Literacy classes in reading, writing and math are offered from beginning through GED. Daytime classes are offered 20 hours weekly; evening classes are held on Saturdays. Other services include employment readiness, computer training, job placement and follow-up monitoring.	\$70,000
LIGHT STREET HOUSING CORPORATION 1531 Light Street Baltimore, Maryland 21230 Home Maintenance Program Preventive and emergency home repair services available to low-income homeowners in South and Southwest Baltimore.	\$50,000

LIVING CLASSROOMS \$150,000
802 S. Caroline Street
Baltimore, Maryland 21231

Funds will be used to implement a construction training program teaching housing rehabilitation techniques to low/moderate income persons.

MAKING CHOICES FOR INDEPENDENT LIVING \$41,300
5807 Harford Road
Baltimore, Maryland 21214

Provides home ownership counseling, technical assistance regarding accessibility and universal design and other services that will assist persons with disabilities with living in the community of their choosing.

MARYLAND CENTER FOR COMMUNITY DEVELOPMENT \$60,000
1118 Light Street
Baltimore, Maryland 21230

Technical assistance, resource development, information and training services available to nonprofit organizations and other entities working in the area of community development.

MARYLAND NEW DIRECTIONS \$40,000
611 Park Avenue
Baltimore, Maryland 21201

Operating costs for programs that assist youth, unemployed and underemployed persons. Programs include the Displaced Homemaker; Youth Opportunities; Helping Our Youth Achieve; and employment retention services for seniors.

MARYLAND RAVENS, INC. \$6,000
(CITYWIDE)

Disability awareness program in which physically challenged athletics demonstrate their triumphs over disabilities to school-aged children. Main focus of program is to stress the importance of education and using one's abilities to strive for academic excellence.

MAYOR'S ADVISORY COMMITTEE ON ART AND CULTURE (BRIGHT STARTS) \$54,000

Continuation of program which provides creative workshops for low/moderate income youth. Workshops include visual arts, theatre, dance, music, and creative writing.

MONTESSORI/FRIENDS SUMMER PROGRAM \$6,000
Friends School
5114 N. Charles Street
Baltimore, Maryland 21210

Summer educational program providing a 5-week, pre-school program for children, ages 2-5.

NEHEMIAH III HOUSING \$400,000

Repayment of costs associated with completing the Nehemiah III Section 108 project that created 150 housing units for low/moderate-income persons.

NEIGHBORHOOD DESIGN CENTER

\$86,200

**1401 Hollins Street
Baltimore, Maryland 21223**

Community design and planning assistance available to community-based organizations to assist with addressing public open spaces, building and site development, neighborhood plans, business district improvements, playground safety.

NEIGHBORHOOD HOUSING SERVICES

**244 N. Patterson Park Avenue
Baltimore, Maryland 21231**

- Administrative Support \$425,000
Operating funds to continue neighborhood revitalization efforts in the Coppin Heights, Greater Rosemont, Southwest Seven and the Patterson Park neighborhoods. Services include home ownership counseling, property evaluations, rehab loan packaging, marketing and leveraged lending for closing costs loans.
- Revolving Loan Fund \$845,000
Anticipated program income to be received during CFY 2003. Loan proceeds will be used to provide rehabilitation loan assistance to low/moderate income persons.
- Patterson Park Neighborhood Initiative \$125,000
Operating costs to continue neighborhood revitalization efforts in the Patterson Park area by providing home ownership counseling, property evaluations, rehab loan packaging and closing costs assistance.

NEIGHBORHOOD RENTAL SERVICES

\$125,000

**244 N. Patterson Park Avenue
Baltimore, Maryland 21231**

Funds will be used to provide housing counseling services to low/moderate income persons and to conduct a vacant house survey, mapping, research and market analysis in order to develop a strategy of future projects/activities within the NRS target area.

NEWBORN HOLISTIC

\$35,000

**1928 Pennsylvania Avenue
Baltimore, Maryland 21217**

Operating costs for transitional housing providing a supportive and structured recovery program for women with drug addictions.

**OLIVER ECONOMIC DEVELOPMENT CORPORATION/
OLIVER COMMUNITY ASSOCIATION**

\$60,000

**1400 E. Federal Street
Baltimore, Maryland 21213**

Continuation of funding staff and operating costs to provide housing counseling, referrals, employment, health, sanitation and public safety activities within the Oliver community.

PARK HEIGHTS SPORTS COMPLEX

\$500,000

**4700 block Reisterstown Road
Baltimore, Maryland 21217**

Acquisition of 6 vacant lots located in the 4700 block Reisterstown Road to assemble a site to be developed as a sports complex providing recreational activities for Park Heights residents.

PARKS AND PEOPLE FOUNDATION (SUMMER CAMP) \$25,000
1901 Eagle Drive
Baltimore, Maryland 21207

A summer reading program providing intensive reading instruction and recreation and cultural activities for low performing 3Rd grade students attending Baltimore City Public Schools. The summer camp will be held at 15 locations throughout the City.

PATTERSON PARK COMMUNITY DEVELOPMENT CORPORATION \$50,000
17 N. Linwood Avenue
Baltimore, Maryland 21224

Continuation of funding to support home ownership activities of the Patterson park CDC's Intervention Buying Program. Funding will be cover a portion of the staff costs associated with the acquisition and rehabilitation of properties for home ownership or rental.

PEN LUCY ACTION NETWORK \$55,000
505 E. 42nd Street
Baltimore, Maryland 21218

Educational and recreational programs for area youth that includes one-on-one tutoring and year round sports programs.

PENN-NORTH REVITALIZATION CORPORATION \$55,000
2723 Pennsylvania Avenue
Baltimore, Maryland 21217

Staff and operating costs associated with providing housing counseling services, an after-school and summer program for youth and for a public safety program.

PEOPLE'S HOMESTEADING GROUP \$160,000
410 E. North Avenue
Baltimore, Maryland 21202

Staff and operating costs associated with providing housing counseling services, community building, community planning and for the rehabilitation of properties for low/moderate home ownership.

PUBLIC JUSTICE CENTER \$45,000
500 E. Lexington Street
Baltimore, Maryland 21202

Continuation of funding to provide legal services to low/moderate income persons. This program primarily serves low-income tenants who are under the treat of eviction or who live in homes with conditions that pose a threat to public health and safety.

QUALITY OF LIFE CORPORATION \$30,000
2630 Harford Road
Baltimore, Maryland 21218

Operating funds to augment and expand current services being offered in the Coldstream-Homestead-Montebello community. The Quality of Life provides a food pantry, counseling and referral service, outreach and tutorial programs for youth.

ROOF REPAIR PROGRAM \$450,000
(CITY-WIDE)

Low-interest loans to low-income, elderly homeowners whose properties are in critical need of roof repairs. Applications accepted on a first-come, first-serve basis.

SECOND CHANCE PROJECT \$80,000
2901 Druid Park Drive
Baltimore, Maryland 21215

Program assists ex-offenders with developing and improving socially acceptable attitudes and behaviors through skills development, life skills, mentoring and employment training.

SECTION 108 LOAN PAYMENTS \$7,000,500
DHCD

Funds represent interest and principal payments for 4 existing Section 108 loans. These loans include:

PROJECT AREA	REPAYMENT AMOUNT
Sandtown 600 Project	\$3,162,900
Historic East Baltimore	\$2,145,200
Sandtown EDI/Home Ownership Zone	\$ 348,100
Public Housing	\$1,344,300
TOTAL	\$7,000,500

SHELTER UPGRADES \$250,000

Funds will be used to upgrade various shelters and transitional housing facilities by correcting health and safety issues and to make facilities handicapped accessible.

SOUTH BALTIMORE LEARNING CENTER \$50,000
28 E. Ostend Street
Baltimore, Maryland 21230

Continuation of funding for educational program to assist low/moderate income persons with reading, math, writing, GED preparation and career counseling.

SOUTHEAST COMMUNITY DEVELOPMENT CORPORATION \$140,000
10 S. Wolfe Street
Baltimore, Maryland 21231

Staff and operating costs of program to assist with implementation of a healthy communities strategy which aims to stabilize the area by increasing the number of homeowners, reducing crime and grime, upgrading businesses and reducing vacancies within the commercial district. Services to include: home ownership counseling and workshops; a rehab/resale program; and business planning.

SOUTHEAST COMMUNITY ORGANIZATION
LEARNING IS FOR TOMORROW (LIFT) \$60,000
10 S. Wolfe Street
Baltimore, Maryland 21231

Continuation of the LIFT Program that offers personalized, participatory and comprehensive literacy and support services to low/moderate income persons. Program curriculum include GED prep, literacy, math, life skills, tutoring and computer labs.

SOUTHWEST SENIOR CENTER \$38,000
11 S. Carrollton Avenue
Baltimore, Maryland 21223

Services provided to the elderly consist of health, education, recreation, and entitlement assistance.

SOUTHWEST VISIONS \$45,000
926 W. Lombard Street
Baltimore, Maryland 21223

Housing stabilization project and apprenticeship training program. The project focuses on rehabilitating properties within a two-block area – 1100 block W. Lombard, S. Carey to Pratt, Arlington to Lombard. Young men and women who participate in the apprenticeship program will receive hands-on construction training.

ST. AMBROSE HOUSING AID CENTER
321 E. 25th Street
Baltimore, Maryland 21218

- Pre-Purchase Housing Counseling \$75,000
Provides pre-purchase counseling to low/moderate income persons regarding financial and other aspects of home ownership including credit repair, underwriting standards, affordability and information regarding various loan programs.
- Foreclosure Prevention Counseling \$75,000
Default counseling to homeowners facing foreclosures. Agency offers budget and options counseling, workout and forbearance plans.
- Rehabilitation Administration \$40,000
Staff costs associated with the acquisition and rehabilitation of properties for home ownership. Private funds will be use for acquisition and renovation. Properties targeted for this activity are concentrated in Northwest Baltimore.
- Homesharing Program \$75,000
The Homesharing Program provides housing counseling, referrals, assessment and match homeowners with low/moderate persons seeking affordable housing.

THE DEVELOPMENT CORPORATION \$95,000
3702 W. Rogers Avenue
Baltimore, Maryland 21215

Continuation of funding staff costs related to the rehabilitation of properties along the 3200-3700 blocks W. Belvedere Avenue for low/moderate home ownership.

TRI-CHURCHES HOUSING, INC. \$85,000
815 Scott Street
Baltimore, Maryland 21230

Continuation of funding to support programs and services offered to low/moderate income persons in the Washington Village/Pigtown community. Services include homebuyer education and counseling, housing rehabilitation and planning.

UPTON IMPROVEMENTS

**800 block Edmondson Avenue
Baltimore, Maryland 21201**

- a. Acquisition \$350,000
Funds will be used to assist with the acquisition of 19 properties located in the 800 block of Edmondson Avenue. Properties will be cleared to create a site for public open space development.
- b. Relocation \$150,000
Funds will be used for relocation payments and assistance to persons displaced as a result of the proposed public open space to be developed in the 800 block Edmondson Avenue.

VILLAGE LEARNING PLACE

\$75,000

**2600 St. Paul Street
Baltimore, Maryland 21218**

Community-oriented library and learning center providing free access to reading materials, information, technology and after-school programs for children.

WOMEN ENTREPRENEURS

\$75,000

**1118 Light Street – Suite 202
Baltimore, Maryland 21230**

The WEB program provides business development training, technical assistance and follow-up services for business start-up, stabilization and expansion. WEB's program components include orientation, screening, selection, business skills training, financing strategies, resource sharing, case management, mentoring, networking, business consultation, government procurement and contract assistance. The program is designed to last 15-months and provides a one-year of follow-up, technical assistance loans and mentoring.

WYMAN PARK TUTORIAL PROJECT

\$20,000

**1104-1108 W. 36th Street
Baltimore, Maryland 21211**

Continuation of funding an after-school tutoring program for school-aged children.

YWCA OF GREATER BALTIMORE

\$150,000

**1600 Rutland Avenue
3701 Cottage Avenue
Baltimore, Maryland**

Operating costs to provide extensive services designed to transition residents to permanent housing. Services include employment training, adult education, family support, child care and youth services.

2. HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

PROPOSED ACTIVITIES

AIDS INTERFAITH RESIDENTIAL SERVICES, INC. 1800 N. Charles Street – Suite 910 Baltimore, Maryland 21201 Funds will be used to pay to cover salary costs of staff providing services and assistance to individuals with HIV/AIDS and their families.	\$410,200
ARUNDEL COMMUNITY DEVELOPMENT SERVICES 2660 Riva Road – Suite 210 Annapolis, Maryland 21401 Funds shall be used to provide rental assistance and supportive services to HIV/AIDS individuals and their families in Anne Arundel County and for a portion of Agency's operating expenses.	\$339,200
BALTIMORE COUNTY DEPT. OF COMMUNITY DEVELOPMENT Drumcastle Government Center 6401 York Road Towson, Maryland 21212 Grant to Baltimore County for the purpose of providing tenant-based rental assistance and support services to HIV/AIDS individuals and their families in Baltimore County and for a portion of Agency's administration costs.	\$682,500
BALTIMORE CITY/OFFICE OF HOMELESS SERVICES (OHS) 417 E. Fayette Street Baltimore, MD 21202 Funds will be used to provide tenant-based rental assistance to individuals with HIV/AIDS and their families. Funds will also be used to gap finance housing development projects and for administrative costs to oversee the HOPWA program.	\$3,944,300
BON SECOURS WOMEN'S RESOURCE CENTER 10 N. Pulaski Street Baltimore, Maryland 21223 Funds will be used to cover a portion of the salary costs of staff that provides	\$6,000
CARROLL COUNTY HEALTH DEPARTMENT P.O. Box 845 Westminster, Maryland 21158-0845 Grant to Carroll County Health Department to provide supportive services to individuals with HIV/AIDS and their families. A portion of these funds will cover the Agency's administration costs.	\$33,700
CHASE-BREXTON HEALTH SERVICES 1001 Cathedral Street Baltimore, Maryland 21201 Funds will be used to cover the salaries of 4 outreach workers and to support a client assistance fund. The client assistance funds can be used for transportation, nutritional assistance, utility preservation, eviction prevention, dental assistance and for medically necessary devices (eyeglasses and canes) which are not covered under other programs.	\$125,100

DRAFT

COURAGE TO CHANGE 224 S. Broadway Baltimore, Maryland 21231 Funds will be used to supplement an award from a Special Project of National Significance. Agency provides transitional housing for newly released, HIV+ inmates involved with the "At the Door" program.	\$50,000
FAMILY AND CHILDREN'S SERVICES 204 W. Lanvale Street Baltimore, Maryland 21217 Funds will be used to support a program (Home-Based Services) which provides services and assistance to families who are infected/affected by HIV/AIDS.	\$123,700
HARFORD COUNTY GOVERNMENT 15 South Main Street Belair, Maryland 21014 Grant to Harford County for the purpose of providing tenant-based rental assistance to HIV/AIDS individuals and their families and for a portion of Agency's administration costs.	\$122,400
HEALTH CARE FOR THE HOMELESS 111 Park Avenue Baltimore, Maryland 21201 Funds will be used to cover the costs of a client advocate for HCH's HOPWA Special Project of National Significance-Project Connect.	\$25,000
HERO 1734 Maryland Avenue Baltimore, Maryland 21201 Funds will be used to cover a portion of the salary and operating costs associated with the Drop-In Center located at the Maryland Community Resource Center (a facility for homeless, HIV-positive individuals). Funds will also be used to continue operating the Home Ties Program. This program provides case management services to medically fragile homebound individuals and families infested with HIV/AIDS.	\$328,500
HOWARD COUNTY HOUSING COMMISSION 6751 Columbia Gate Drive Columbia, Maryland 21046 Grant to Howard County for the purpose of providing tenant-based rental assistance to HIV/AIDS individuals and their families and for a portion of Agency's administration costs.	\$114,300
JOSEPH P. RICHEY HOSPICE 820 N. Eutaw Street Baltimore, Maryland 21201 Funds will be used to cover the costs of hospice care for approximately 20 individuals with HIV/AIDS.	\$55,000

MARYLAND COMMUNITY KITCHEN \$412,400

P.O. Box 2298

Baltimore, Maryland 21203

Funds will be used to continue the operations of 2 Maryland Kitchen's programs: the Drop-in Center Meals and the People-on-the-Move Programs. The Drop-In Center provides meals for 4 HIV service providers and the People-on-the Move program offers job training to persons living with HIV/AIDS.

PROJECT PLASE \$175,400

1814 Maryland Avenue

Baltimore, Maryland 21201

Funds will cover the salaries of staff providing services to HIV positive individuals who have moved into permanent housing.

QUEEN ANNE'S COUNTY COMMUNITY DEVELOPMENT OFFICE \$20,200

P.O. Box 327

Centerville, Md. 21617

Grant to Queen Anne's County for the purpose of providing tenant-based rental assistance to HIV/AIDS individuals and their families and for a portion of Agency's administration costs.

UNIVERSITY OF MARYLAND \$27,800

Evelyn Jordan Center

16 S. Eutaw Street

Baltimore, Maryland 21201

Funds will be used to assist with the salary and operating costs for an outreach worker to assist clients with locating safe, decent and affordable housing, completing housing applications and escorting clients to various appointments related to obtaining permanent housing.

VOLUNTEERS OF AMERICA CHESAPEAKE \$37,300

Paca House

116 N. Paca Street

Baltimore, Maryland 21202

Funds will be used to cover the salary costs of a case manager who will work with HIV positive residents of this transitional housing facility.

3. EMERGENCY SHELTER GRANT

PROPOSED ACTIVITIES

ASSOCIATED CATHOLIC CHARITIES/CHRISTOPHER PLACE 709 E. Eager Street Baltimore, Maryland 21202 Continued funding to subsidize the operating costs of Agency's Employment Training program. The program offers an employment focused residential program for homeless men in an effort to build greater self-determination and increase the income/skills level of participants.	\$57,000
ASSOCIATED CATHOLIC CHARITIES/MY SISTER'S PLACE 123 W. Mulberry Street Baltimore, Maryland 21201 Continued funding to subsidize the operating costs of Agency's day shelter program. The program offers a variety of services, e.g., case management, life skills training, children's activities, employment services, referrals etc. to homeless women and women with children and provides a safe alternative to the streets.	\$65,700
ASSOCIATED CATHOLIC CHARITIES/MY SISTER'S PLACE LODGE 111 W. Mulberry Street Baltimore, MD 21201 Continued funding to subsidize the operating costs of the transitional housing facility. The facility provides shelter and services to homeless women with a history of substance abuse.	\$24,900
AMERICAN RESCUE WORKERS 11 W. Clement Street Baltimore, Maryland 212230 Continued funding to subsidize the operating costs of Agency's shelter. The shelter provides hot meals, shower facilities, referrals, support services and a place for homeless men to rest.	\$38,900
AT JACOBS WELL, INC. 323 E. 23rd Street Baltimore, Maryland 21218 Continued funding to subsidize the operating costs of Agency's transitional housing program. The program provides housing and support services to homeless, mentally ill men and women who have low or no income. It fosters self-reliance, promotes residential stability and provides life skills training to assist clients with achieving greater self-determination and increasing their income/skills level.	\$36,500
BETHEL OUTREACH CENTER 1429 McCulloh Street Baltimore, MD 21217 Funds will be used to support staff costs associated with the provision of housing/financial counseling to families that are at risk of homelessness.	\$20,000
BON SECOURS WOMEN'S RESOURCE CENTER 10 N. Pulaski Highway Baltimore, MD21223 Funds will be used to subsidize the operating costs of the resource center. Agency operates a day shelter for homeless women and children and provides shelter and services and a safe alternative from the streets.	\$4,200

BROWN'S MEMORIAL HOMELESS SHELTER 3215 W. Belvedere Avenue Baltimore, Maryland 21215 Continued funding to subsidize the operating costs of the Agency's shelter. The shelter provides emergency services and a safe, stable and comfortable temporary environment to homeless men, women and families of Baltimore City.	\$67,300
CENTER FOR APPLIED NOMADOLOGY (THE) 220 N. Gay Street Baltimore, Maryland 21202 Continued funding to subsidize the operating costs of a 24-hour drop-in center (OASIS) located at 220 N. Gay Street and the Eutaw Center located at 700 Eutaw Street. The two facilities provide temporary shelter and support services to homeless men of Baltimore City.	\$175,200
DHCD/OFFICE OF HOMELESS SERVICES 417 E. Fayette Street Baltimore, Maryland 21202 Staff costs associated with the general management, oversight, and coordination of the Emergency Shelter Grant program.	\$52,600
EMERGENCY SHELTER REPAIRS (Citywide) Funds will be used to assist with upgrading various shelters throughout the City by correcting health and safety code violations and to make facilities handicapped accessible.	\$11,800
HEALTH CARE FOR THE HOMELESS 111 Park Avenue Baltimore, Maryland 21201 Funds will be used to operate a Convalescent Care Program for medically fragile homeless individuals of Baltimore City. The services will be provided at two shelters, namely, I CAN, Inc. located at 2215 Greenmount Avenue and the YWCA located at 128 W. Franklin Street. The program assists clients with making the transition to residential stability by improving health, preventing permanent disability and developing linkages to community-based services.	\$21,200
I CAN, INC. 2215 Greenmount Avenue Baltimore, Maryland 21218 Continued funding to subsidize the operating costs of the Agency's Convalescent Care Program. The program offers housing, food, and a secured living environment for homeless men with medical problems.	\$64,600
MARYLAND CENTER FOR VETERANS EDUCATION & TRAINING, INC. 310 N. High Street Baltimore, Maryland 21202 Continued funding to subsidize the operating costs of the Agency's Emergency Shelter and Transitional Housing Program. The program provides a continuum of care that helps homeless veterans achieve residential stability, increase skill level and/or income and obtain greater self-determination.	\$64,800

MERCY MEDICAL CENTER, INC. \$20,000
310 St. Paul Street
Baltimore, Maryland 21202

Funds will be used to provide outreach counseling, housing counseling, resident advocacy, cash assistance, educational workshops etc. to homeless families residing in shelters and transitional housing throughout Baltimore City.

PATRICK ALLISON HOUSE, INC. \$20,800
210 W. Madison Street
Baltimore, Maryland 21201

Continued funding to subsidize the operating costs of the transitional housing program. The program provides housing and support services to homeless men in recovery from addiction and assists them with sustaining sobriety, securing full-time employment, maintaining permanent housing and assuming greater personal and community responsibility.

PRISONER'S AID \$25,000
2000 N. Calvert Street
Baltimore, MD 21218

Continued funding to subsidize the operating costs of the emergency shelter. The facility provides shelter and services to newly released ex-offenders in Baltimore City.

PROJECT P.L.A.S.E., INC. \$101,300
1814 Maryland Avenue
Baltimore, Maryland 21218

Continued funding to subsidize the operating costs of the transitional housing program. The program provides housing and supportive services to homeless men and women with AIDS, mental health issues and/or substance abuse histories.

SOUTH BALTIMORE HOMELESS SHELTER \$104,000
140 W. West Street
Baltimore, Maryland 21230

Continued funding to subsidize the operating costs of the Emergency Shelter located at 701 S. Charles Street and the Transitional housing facility located at 140 W. West Street. The transitional facility serves the needs of men who are homeless primarily as a result of chronic substance abuse. The emergency shelter provides a refuge for homeless women and children where they can be safe and have all their basic needs met as they cope with their crisis.

UNITED MINISTRIES/EARLS PLACE \$22,000
1400 E. Lombard Street
Baltimore, Maryland 21231

Funds will be used to subsidize the operating costs of Agency's transitional housing program. The program provides safe and affordable housing and support services e.g., job training, literacy, GED training and assistance in order to transition residents to permanent housing.

The YWCA OF THE GREATER BALTIMORE AREA, INC. \$54,200
128 W. Franklin Street
Baltimore, Maryland 21201

Continued funding to subsidize the operating costs of the Eleanor D. Corner House shelter facility. The facility provides shelter, counseling, parent education and life skills training to homeless women, children and families.

4. HOME

PROPOSED ACTIVITIES

ADMINISTRATIVE FUNDS \$907,200

Funds will be used for payment of reasonable administrative and planning costs of the HOME Investment Partnerships Program. Eligible costs are set forth in 24 CFR Part 95 §92.207.

BON SECOURS CHESAPEAKE APARTMENTS \$600,000

2000 & 2100 blocks W. Baltimore Street

Baltimore, Maryland 21223

Funds will be used for the renovation of 20 low-income rental units to be located in West Baltimore.

CHDO OPERATING EXPENSE LOANS \$50,000

[Addresses To Be Determined]

Funds will be used to provide loans with a maximum principal amount of \$25,000 to four Community-Based Housing Development Organizations certified under HOME Program regulations to cover expenses directly attributable to the carrying out of a specific HOME-funded housing development project. The project must be under construction within 24 months or the disbursed loan funds must be returned.

CHDO RESERVE FUNDS \$1,360,800

Funds are a mandatory set-aside to be used for housing development projects which are sponsored, owned, and/or developed by Community-Based Housing Development Organizations (CHDOs) which have been certified as such by the City in accordance with the organizational and other specifications set forth in the HOME regulations found at 24 CFR Part 92 §92.2

CITYWIDE RENTAL PROJECTS \$282,000

[Specific Addresses To Be Determined]

These funds are being budgeted for those rental housing projects that are in the early stages of the application process but have yet to be assigned a priority according to consistency with the Consolidated Plan and feasibility and/or have yet to be approved for underwriting. The budgeted amount would produce 9 rental units under the City's maximum funding guidelines. Funds in this item may also be used to supplement funding for other projects that have a demonstrated need for additional financing within the City's guidelines.

CITYWIDE HOMEOWNERSHIP PROJECTS \$282,000

[Specific Addresses To Be Determined]

These funds are being budgeted for those homeownership projects that are in the early stages of the application process but have yet to be assigned a priority according to consistency with the Consolidated Plan and feasibility and/or have yet to be approved for underwriting. The budgeted amount would produce 9 homeownership units under the City's maximum funding guidelines. Funds in this item may also be used to supplement funding for other projects that have a demonstrated need for additional financing within the City's guidelines.

HANOVER PARK APARTMENTS \$1,000,000

(Riverfront Townhomes)
201-307 Cherry Hill Road
200-313 Bridgeview Avenue
2900-3500 Southland Avenue
201-210 Seagull Avenue
3000-3048 Seamon Avenue
Baltimore, Maryland 21225

Funds will be used for partial repayment the principal amount of a FNMA Housing Incentive Program (HIP) loan, the proceeds of which were expended for the renovation of 126 townhouse apartments in the Cherry Hill neighborhood of South Baltimore. HUD granted pre-award cost approval to this project for which HOME funds from Program Year 2002, 2003, and 2004 (City FY 2003, 2004, 2005) were pledged for repayment, the total principle amount of the loan being \$2,993,542.

PRINTER'S SQUARE \$600,000

1310-1312 Guilford Avenue
1300 Hunter
Baltimore, Maryland 21202

Funds will be used for the renovation of 20 rental units for low-income households in an historic building located in the Midtown-Penn Station area.

WESTOVER MANOR APARTMENTS \$1,390,000

700 Cooks Lane
Baltimore, Maryland 21229

Funds will be used to repay the principal amount of a FNMA Housing Incentive Program (HIP) loan, the proceeds of which will be expended for the renovation of the Westover Manor Apartments located in the Hunting Ridge neighborhood in southwest Baltimore. HOME Program funds for Year 2002 (City Fiscal Year 2003) will be pledged for this purpose, if HUD grants pre-award cost approval.

SANDTOWN HOMEOWNERSHIP ZONE (HOZ) \$2,600,000

[Specific Addresses To Be Determined]

Funds will be used to develop homeownership opportunities in the Sandtown neighborhood of West Baltimore for households whose incomes do not exceed 80% of the Baltimore area median income. This amount represents funds for years 3 and 4 of a four-year commitment to this activity.